



STATEMENT OF WORK: Community Support Worker (Emphasis on Treatment Plans)

Responsibilities:

- Ensures confidentiality of records relating to client treatment
- Completes treatment plans daily for assigned clients
- Completes LOCUS and GAINS forms that must be reviewed and approved by Clinical Director
- Collect information about clients through interviews, tests, and evaluation of day-to-day functioning and other routines. May identify areas needing continued support, resources and treatment in order to assist clients.
- Recognizes potential crisis and emergency situations, analyzing such situations accurately, develop strategies to deal with such situations, and inform Supervisor/Manager when such incidents arise, i.e. dealing with client aggressive behavior to ensure no harm comes to the client, other staff, or the public.
- Assist case management team in identifying potential problems by providing input to counselors and other professionals relating to the development of client Treatment Plan.
- Attend meetings that may include staff meetings, meetings with supervisor and any other activities which ensures the smooth functioning of clinical operations.
- Attends all company-required trainings

Qualifications:

- High School Diploma Required
- Some college preferred
- Strong oral and written communication skills
- Strong organizational, computer and time management skills required
- Previous work in the mental health and/or social services/social work preferred
- Must be able to pass an FBI Background Check



I attest that I have reviewed the above statement of work for a Community Support Worker whose main focus should be providing treatment plans and am aware of the responsibilities and expectations of the duties required. This information has been reviewed during my contractor evaluation period.

Contractor Name

Date

Contractor Signature

Manager Name

Date

Manager Signature