# *CUMBERLAND COUNTY GUIDANCE CENTER*

## JOB DESCRIPTION

### COMMUNITY SUPPORT SERVICES PROGRAM DIRECTOR

**GENERAL DUTIES**

* Administration of the CSS Program.
* Clinical support to and supervision of CSS staff.
* Oversee the daily work schedules of CSS staff to ensure services match Individual Recovery Plans.
* Develop individualized training plans and monitor training compliance for CSS staff.
* Perform a comprehensive rehabilitation needs assessment.
* Facilitate CSS consumer transition from inpatient care to community living.
* Responsible for on-going assessment, service linkage, community integration, and advocacy for individuals enrolled in the CSS Program.
* Development and implementation of individualized recovery plans.
* Assessment and update of rehabilitation plan.
* Ensure services are appropriate to consumer skill level.
* Foster a collaboration of services with other providers.
* Perform therapeutic rehabilitative skill development.
* Provide psycho-education to staff, consumer, family members / support persons.
* Educate consumers on their rights.
* Advocate on behalf of consumers.
* Provide counseling, interventions and person-first strategies.
* Meet and ensure staff meet documentation requirements.
* Provide crisis intervention services and community stabilization.
* Ensure recovery focused service delivery.
* Provide on-call coverage.
* Oversee Quality Improve process.
* Complete all other duties as assigned.

#### Responsible to: Recovery Administrator

**REQUIREMENTS:**

* New Jersey License
1. Licensed Social Worker/ Licensed Clinical Social Worker
2. Licensed Associate Counselor/ Licensed Professional Counselor
* Supervisory skills
* Knowledge of community resources
* Ability to communicate in Spanish preferred
* Valid automobile driver’s license with MVR which meets Agency standards.
* Willingness to work a forty (40) hour flexible schedule per week which may include some evenings, weekends, and holidays

**SALARY:** Commensurate with degree and experience

If interested, please put your request into writing to Amandalynn Salzman at asalzman@ccgcnj.org or contact her at 856-825-6810 ext. 295 no later than April 15, 2021

**Posted:** April 8, 2021