

# Big Island Substance Abuse Council

## Position Description

Print Name: \_\_\_\_\_

Title: Community Engagement Specialist  
 Reports to: Program Director  
 Department: CE Program  
 Status: Exempt (Hourly)

Reviewed: 04/07/2022

POSITION SUMMARY	
The Community Engagement Specialist is a qualified staff member who is responsible for providing engagement services and supportive care at Rural Wellness Hubs/Schools.	
POSITION QUALIFICATIONS	
Minimum Education	High School diploma, associate degree in related field.
Preferred Education/Experience	Two (2) years' experiences in Social Services related background. At least (2) years case management and community outreach experience.
Required Certification/Registration	Basic Life Support: CPR Annually, First Aid (every 3 years), TB Annually; Valid State of Hawaii Driver's License.
Specific Competencies	Refer to attached Performance Standards/Indicators. Participates and maintains competencies/skills required for the positions
Equipment Used	Agency van, assigned computer, fax machine, Xerox machine, multi-line telephone, cellular phone, DVD/VCR machine
Working Environment	Modern well-lighted, air-conditioned work areas. Exposure to infectious disease is a risk. Noise level in the environment is usually moderate. Verbal/physical assault is a risk
Physical Requirements	<ol style="list-style-type: none"> <li>1. See attached "Expected Physical Activities"</li> <li>2. Frequent reading of printed materials is essential.</li> <li>3. Listening skills necessary to effectively respond to supervisor, staff and referral sources.</li> <li>4. Writing skills necessary to accurately document in the client's record and maintain filing system.</li> </ol>
RESPONSIBILITIES	
<ol style="list-style-type: none"> <li>1. Provide services to assess client's needs, develops, implements, and reviews wellness plan and goals and work with community resources in meeting and achieving client's service needs.</li> <li>2. Provide linkages between treatment and additional resources required to improve treatment outcomes and provide support for following treatment. As needed will create case plans that promote moving towards self-sufficiency.</li> <li>3. Follow all administrative policies and procedures, Health and Safety program and quality management program.</li> </ol>	

Community Engagement Specialist

4. Work as a team with other staff; support team members.
5. Develop a community resource list for clients.
6. Develop treatment plans which include long and short term goals under the direct supervision of a Certified Substance Abuse Counselor (CSAC) or Master's level counselor
7. Facilitate multiple care aspects (case coordination, information sharing, etc.)
8. Attend clinical meetings when requested.
9. Create an environment conducive to learning and appropriate to the physical, social and emotional aspects of clients.
10. Facilitate or co-facilitate family groups to improve understanding of family dynamics. Educate family members and assist in improving communication
11. Meet deadlines, as assigned by Program Director.
12. Maintain appropriate professional and ethical standards while serving as a representative of BISAC.
13. Perform all other duties as assigned. Duties are subject to change.
14. Participate in supervision.
15. Comply with BISAC's confidentiality policy, HIPAA requirements, cultural competencies and rights to person served as well as CARF Standards.
16. Provide Quality Assurance to include weekly reviews of process, charts, etc.
17. Demonstrate the ability to function in a position with minimum supervision and identify positive goals using critical thinking and decision-making skills.
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19. Demonstrate a basic understanding of organizational and administrative skills, and w working knowledge of the functions and operations of human services agency.
20. Project a professional manner of conduct dress and language always. Maintain professional relationship with clients, community resources, hubs, schools ensuring boundaries and ethics are adhered to at all times.
21. Attend workshops, trainings and seminars as directed
22. Participate in outreach/public speaking engagements as directed
23. Assist with other duties as assigned
24. Additional duties shall include duties as a "Floating Assessment Counselor". You will be required to provide assessment counseling as needed.
25. Assist with training as assigned by your Supervisor.
<b>REQUIREMENTS</b>
26. Ability to instruct a wide range of individuals and groups in both formal and informal environments
27. Demonstrate an understanding of the nature of substance use, abuse and addiction
28. If working with adolescents, demonstrate an understanding of school issues including 504 and IDEA eligibility guidelines
29. Demonstrate strong written and oral communication skills
30. Demonstrate accurate computer skills

31. Demonstrate basic understanding of organizational and administrative skills, and a working knowledge of the functions and operations of a human services agency
32. Demonstrate a working knowledge of CARF requirements
33. Project a professional manner in conduct, dress and language at all times. Maintain a professional relationship with clients, ensuring boundaries and ethics are adhered to at all times.