

Big Island Substance Abuse Council

Position Description

Title: Community Engagement Specialist – Hybrid
 Reports to: Program Director
 Department: School Base
 Status: Non-Exempt

Last reviewed: 10/22/2024

POSITION SUMMARY	
<p>The Community Engagement Specialist is responsible for conducting assessments, intakes, and orientations of clients to determine appropriate admission into our programs, including remote assessments for higher-level care referrals. This role also involves facilitating ancillary group and individual services to enhance client care and support their treatment progress. Additionally, the specialist will maintain a caseload and work closely with community partners to ensure clients are connected to the resources they need for recovery and success post-treatment.</p>	
POSITION QUALIFICATIONS	
Minimum Education/Experience	High School diploma/GED, Bachelor’s Degree in related field in related field and working with adolescents;
Preferred Education/Experience	Three (3) years of experience in a related field. Hawaii State Certified Substance Abuse Counselor (CSAC) certification is desirable; in preparation or in progress.
Required Certification/Registration	Basic Life Support: CPR annually, First Aid every 3 years, TB annually, CPI annually, Valid Hawaii State Driver’s License; Fingerprinting
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, projector machine
Working Environment	This position involves both in-office and remote work settings. Occasional exposure to moderate noise levels and infectious diseases is possible. Must be able to operate agency vehicles and office equipment.
Physical Requirements	<ol style="list-style-type: none"> 1. See attached “Expected Physical Activities” 2. Frequent reading of printed materials is essential; 3. Listening skills necessary to effectively respond to supervisor, staff, clients and referral sources; 4. Writing skills necessary to accurately document in the client’s record and maintain filing system.
RESPONSIBILITIES	

1. Conduct and assist in the data collection of assessments, including remote assessments for higher-level care referrals
2. Responsible for the development, preparation and implementation of client's treatment plans to ensure the formulation of realistic and attainable long and short term goals
3. Maintain accurate client records and documentation. Maintain correspondence relative to wellness plans
4. Oversee program implementation within designated service areas (East Hawaii, Puna, and West Hawaii)
5. Facilitate curriculum activities on skill building, group and individual process, substance abuse prevention and education, and aftercare sessions
6. Facilitate or co-facilitate family groups to improve understanding of family dynamics. Educating family members and assist in enhancing communication
7. Manage a client case load under direct supervision
8. Maintain client confidentiality as clearly stated in the organizational policy and procedures
9. Assist with selected projects such as filing, correlating new treatment files, updating treatment forms and closing files
10. Attend selected staff meetings, workshops and seminars as directed
11. Able to collect data to complete required monthly, quarterly, and annual reports
12. Work collaboratively with the fiscal department to process, scanning of documents, and submitting proper documentation such as sign-in sheets, receipts, and other documents
13. Attend community meetings and participate in community outreach events
14. Collaborate with school administration, teachers, and counselors to implement program activities
15. Network both internally with other agency programs and externally with community resources for referrals and/or additional services
16. Assist with other duties as assigned
17. Prepare and submit client insurance forms, reports, and reconciliation documents promptly.

REQUIREMENTS

18. Observe at all times the Federal Regulations governing the confidentiality of Alcohol and Drug Abuse patient records (42CFR) and HIPAA (Health Insurance Portability Accountability Act, 1996) laws
19. Demonstrate an understanding of the nature of substance use, abuse and addiction
20. Possess basic computer and written/verbal communication skills
21. Demonstrate a basic understanding of organizational skills and a working knowledge of the functions and operations of a human services agency
22. 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

23. Demonstrate an understanding of school issues including 504 and IDEA eligibility guidelines

24. Counselors who hold an active and good standing Hawaii CSAC certification, will be required to mentor colleague(s) who is seeking CSAC certification and assist with signing-off on their documentation