

KENOSHA HUMAN DEVELOPMENT SERVICES, INC.

3536 52nd Street
Kenosha, WI 53144



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| Division/Department: | Community Recovery Services | | |
| Location: | Main Office | | |
| Job Title: | CSP Professional | | |
| Reports To: | CSP Clinical Coordinator | | |
| Type of position: | FLSA Status: | Schedule: | |
| <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Contractor | <input checked="" type="checkbox"/> Non-Exempt | 40 hours per week or as demanded by the job |
| <input type="checkbox"/> Part-time | <input type="checkbox"/> Intern | <input type="checkbox"/> Exempt | |

POSITION SUMMARY

The CSP Professional provides case management to program participants according to the participant's recovery/treatment plan.

RESPONSIBILITIES

1. Case Management
 - a. Conduct comprehensive assessment (in concert with other team disciplines) of program participants, addressing all domain
 - b. As indicated in the participant's recovery/treatment plan, provide service coordination (case management)
 - c. Provide individual supportive therapy
 - d. Act as liaison and consult with community agencies
 - e. Ensure communication with all other agencies providing services/supports to program participants
 - f. Provide back-up to co-workers when coverage is needed
 - g. Document participant progress and services provided in participant record
 - h. Have primary responsibility for maintaining participant records
 - i. Provide treatment and support services, as indicated in the participant's recovery/treatment plan
 - j. Provide advocacy for program participants
 - k. Facilitate program participant growth in self-advocacy
 - l. Take lead responsibility for coordinating comprehensive supportive services
 - m. Provide other needed services as directed by the team

RELATIONSHIP DEVELOPMENT

1. Is responsible for creating a positive, relaxed and supportive environment
 - a. Actively engages clients in amicable conversation, shares in activities and responds to needs/requests in a timely fashion
 - b. Accepts and respects the client's circumstances, asks about feelings and interests; validates feelings with empathy, offers encouragement; celebrates accomplishments

EFFECTIVE TEACHING

1. Promotes a strength-based approach to teaching functional skills
 - a. Teaching interactions include positive, supportive quality components (i.e. voice tone, enthusiasm, appropriate physical proximity, and eye contact)
 - b. Skills, routines, and program expectations are preventively taught, specific praise is given to reinforce positive behavior, constructive feedback teaches a replacement skill; safe, planned de-escalation techniques are used in response to aggressive/challenging behavior
 - c. Perceives and responds directly to teaching and problem-solving opportunities
 - d. Teaching components include praise, empathy, specific skills and behavioral descriptions, and goal-centered rationales

TREATMENT PLANNING

1. Identifies the treatment needs of the client and collaborates on an agreed upon plan to achieve their goals
 - a. Assesses the client's strengths and challenges, develops a realistic plan along with the client
 - b. Provides services and collaborates with community resources
 - c. Identifies and teaches treatment-specific skills that support the client's success

PROFESSIONALISM

1. Conduct oneself in a professional manner
 - a. Maintain the confidentiality and other rights of participants, families and staff and follow HIPPA Guidelines for all verbal and written communication
 - b. Problem-solve difficult situations in a timely manner
 - c. Manage difficult or emotional consumer situations by responding promptly to needs, requests for assistance and services
 - d. Give, receive and act upon feedback from supervisors and co-workers in an appropriate manner
 - e. Model appropriate behavior for clients, co-workers and other service providers
 - f. Maintain professional boundaries with consumers and co-workers at all times
 - g. Understand cultural diversity and have respect for others' values and culture
 - h. Attend training as requested by supervisors
 - i. Other tasks as assigned by supervisors

QUALIFICATIONS: Minimum of Bachelor's degree with post-graduate clinical experience required (see below for details).

1. Master's degree in social work from a graduate school of social work accredited by the council on social work education OR Bachelor's degree in a behavioral science or related field with 1,000 hours of supervised post-degree clinical experience with persons with a serious and persistent mental illness OR Bachelor's degree in a field other than behavioral sciences with 2,000 hours of supervised post-degree clinical experience with person with a serious and persistent mental illness is required
2. Experience or education related to the responsibilities of the position required
3. Ability to effectively communicate, both written and verbally, in the English language
4. Must have reliable transportation and valid driver's license with good driving record
5. Must carry own auto insurance with at least 100,000/300,000/100,000 coverage
6. Ability to give and accept feedback as a part of a team
7. Ability to maintain records and document case notes daily
8. Ability to traverse within the workspace and community frequently
9. Be willing to learn and work with the treatment philosophies
10. Bilingual in Spanish a plus

*If you are interested, please apply online at www.khds.org by **May 22nd, 2025***

Follow the [Employment Opportunities](#) link to apply

For questions regarding the application process, please contact HR staff at:

jroman@khds.org or 262-764-8555

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