

**Position Description:**

Mental Health Resource Center is seeking a Community Resource Specialist in Jacksonville to work with its Comprehensive Services Center (CSC) Program.

The Community Resource Specialist is responsible for conducting assessments on all individuals served by the Comprehensive Services Center (CSC) in order to determine their need and eligibility for entitlement programs, such as Medicaid and food stamps, and to help them access other community resources, such as housing options.

This is an ideal opportunity for an individual who is dedicated to providing a caring environment that provides high quality services and enjoys working in a team atmosphere.

The essential functions of the Community Resource Specialist include, but are not limited to:

- Assesses each individual's entitlement and community resource needs.
- Provides assistance with persons seeking entitlements and other community resources.
- Assists persons with utilizing the State Access system.
- Assists individuals with collecting documents to complete entitlement applications.
- Refers eligible individuals in need of social security application assistance to SOAR processors.
- Tracks entitlement applications and conducts follow-up on status of pending applications.
- Communicates additional service needs of persons served to CSC team.
- Maintains documentation accurately and completely, ensuring complete confidentiality.

**Position Requirements:**

In order to be considered, a candidate must have a High School diploma or equivalent.

Six months working in healthcare, social services, or behavioral health setting required.

Must demonstrate in the RBHS/MHRC Electronic Health Records (EHR) and Patient Information System within three months of employment.

Proficiency in Microsoft Office, Outlook and use of the Internet required.

Requires interactions with individuals who may have a mental illness; interactions may take place in an office setting, emergency services, or locked inpatient unit.

Must exercise judgment required of position. This includes, but is not limited to, managing work tasks independently, recognizing life threatening situations, safety risks, abuse, neglect, or other emergencies and responding appropriately.

Must be able to interact appropriately with internal and external customers, including individuals served, their families and support systems, community resource providers, and other department professionals.

**Position Details:**

This is a full time position with a comprehensive benefits package.