Community Support Services (CSS), a leader in behavioral healthcare for adults living with severe and persistent mental illnesses and is in search of an **ACT Service Coordinator**. This position coordinates provision of rehabilitative mental health services and related behavioral skills to clients served by the ACT program. These services shall be delivered in a manner consistent with the Assertive Community Treatment model, standard practices of CSS, and Medicaid guidelines. The ACT Service Coordinator works with treatment team members to provide support and planning for clients. This position develops and coordinates the Individual Service Plan and ensures that services are provided according to specifications of these plans.

**Essential Functions:**

Provide initial contact, assessment and orientation of clients accepted for ACT services.

Develop Individual Service Plan (ISP) that shall include services and assistance necessary to achieve recovery goals based on the Assertive Community Treatment model in consultation with the client’s treatment team.

Reviews treatment plan quarterly for appropriateness of services and notes progress made toward the client’s goals.

Complete together with the client a comprehensive Diagnostic Assessment if original is more than five years old at time of referral and update annually thereafter.

Ensure the coordination, implementation and provision of rehabilitative mental health services based on the Assertive Community Treatment model according to the ISP.

Complete together with the client the Ohio Outcome Assessment at time of referral, and biannually thereafter.

Develops crisis plans collaboratively with the client.

Function as part of the interdisciplinary team and provide direction on the needs of the client and listen to feedback from staff working with the client.

Ensure ongoing communication with referral sources and external service providers working with the client.

Responsible for completing terminations, case transfers, and summaries of treatment at the recommendation of the treatment team.

Be available to client to provide, coordinate and/or assist in crisis intervention and stabilization services during normal working hours; provide on-call crisis management on a rotating basis.

**QUALIFICATIONS**

Education: Master's degree in a Human Services field required.

Experience: Case management experience with the dually diagnosed population preferred. Experience developing individual service plans (ISP’s) required.

Necessary Requirements: Valid Ohio driver's license and insurable through the Agency insurance carrier.

Professional Licenses: Licensure within the state of Ohio as a LSW, PC, LISW, or PCC required. LCDC license preferred.

Community Support Services offers competitive wages, flexible work schedule, generous paid time off, paid life & disability insurance, retirement plans, group medical plans and voluntary dental & vision plans.

EOE/M/F/Vet/Disability

Please send your resume and wage history/requirements to: [jobs@cssbh.org](mailto:jobs@cssbh.org)