Our growing company is looking to fill the role of community support. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for community support

- Provide oversight of education, community services and medical services
- Oversee and direct the preparation of monthly, quarterly, and annual reports for internal/external use
- Monitor, interpret, and evaluate regulations and contracts to ensure compliance
- Responsible for facility specific property accountability and cash collection procedures
- Maintain facility-specific budgets and administrative records, and submit program status reports as required
- Supervise and coordinate activities of community services personnel engaged in case management and skills training of psychiatrically disabled clients
- Direct appropriate staff to provide psychosocial assessment, treatment planning, and delivery of community support services
- Plan work schedules to optimize efficient and effective use of staff time in the provision of program services
- Function as a member of the center management team with shared responsibility for program planning and development, quality assurance, budget preparation and implementation, grant application
- Identify staff training needs and develop resources to meet those needs

Qualifications for community support

- Customer Management & Training
- 3+ years of experience providing mission support within a DoD client environment
- Ability to work cohesively with multiple organizations' executive assistants, engineers, program managers, and operational representatives supporting the Joint C2 Enterprise
- Ability to be a self-starter and work independently, be product–oriented, and demonstrate organizational expertise in activities consistent with the C2 task lead and client's high–level direction