



JOB TITLE: Psychiatric Rehabilitation Specialist

Reports to: Program Supervisor
Classification: Exempt
Date: 8/7/2014

Department: OMY – Our Mission Is Yours
Division: Mental Health

Revised 1/31/2017

Approved: 8/7/2014

GENERAL OVERVIEW OF KEY ROLES & RESPONSIBILITIES:

1. To provide Psychiatric Rehabilitation Services facility based and/or in the community as assigned.
2. To provide groups/unit to enhance an individual's knowledge to develop, enhance and retain skills and competencies in living, learning, working, and socializing.
3. To help individuals receive the level of and/or have access to the services/supports they choose, so that an individual can live in the environment of their choice.
4. To monitor and track progress of individual's in assigned caseload; participate in the development of individualized rehabilitation plans.

ESSENTIAL & CORE FUNCTIONS:

1. Provides and facilitates individual's skill development and support which includes daily living, socialization, educational/vocational supports and opportunities, and leisure/recreation activities planning including community integration and community connections.
2. Maintains and monitors an assigned caseload of individual.
3. Participates in the analysis and identification of service delivery gaps, changes and problems under the guidance of the supervisor.
4. Consistently meets productivity expectations as set by administration, department and funding sources.
5. Participates in the resolution of crisis situations; assist with identifying individuals and resources that can provide direct support and/or immediate intervention during a crisis situation.
6. Establishes and maintains liaisons with other service providers to promote program coordination and enhance individual services.
7. Participates in relevant training to enhance professional growth, and development with an emphasis on psychiatric rehabilitation services and evidence based practices.
8. May participate in program planning and development sessions as well as practice guidelines and standards.
9. Serves as an advocate and encourages individuals to assume a proactive role in their rehabilitative process, including a mastery of skills.
10. Attends staff and other meetings as they relate to the individuals and their overall growth and development.
11. Assists with special projects, reports and program planning.
12. May provide supplemental coverage and/or fill-in for other programmatic services as needed.
13. Provides transitional employment support/coverage for individuals in various settings.
14. Performs other duties and responsibilities as they relate to the overall enhancement of program service delivery.
15. May require crisis intervention for emergency situations.

16. Flexible work hours to cover expanded program structured services that will include evenings and weekends.
17. May provide support to participants traveling for conferences, workshops and leisure that may include overnights stays.



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ADDITIONAL RESPONSIBILITIES:

1. Performs other duties and special projects as assigned.

PREREQUISITES & QUALIFICATIONS FOR THE POSITION:

1. Bachelor's Degree from an accredited college or university in Social Work, Psychology, Sociology or any area of Human Services.
2. Two (2) years of work experience in the mental health direct service, one (1) of which must be work experience in Psychiatric Rehabilitation Services (PRS).
3. Master's Degree required if position provides therapy.
4. Certified Psychiatric Rehabilitation Practitioner (CPRP) certification required; must be attained within two (2) years of hire if not currently possessed.
5. Or A CPRP

COMPETENCIES & PERSONAL CHARACTERISTICS

1. Must have excellent oral and written communication skills, as well as be detail-oriented and able to complete a high volume of documentation in a fast-paced environment.
2. Strong computer skills are required, as well as internet research abilities.
3. Ability to work independently and as part of a team.
4. Knowledge of mental health system and supports.
5. Must be available for local travel.
6. Participation in on call coverage as applicable.
7. May be required to report to work during emergencies including inclement weather.

ORGANIZATIONAL ACCOUNTABILITY & RELATIONSHIPS:

1. The individual is to be supervised by the Program supervisor



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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

GENERAL SIGN OFF:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Print Name: _____

Signature: _____ Date: _____

Human Resources/Management Signature: _____