



PSYCHIATRIC REHABILITATION COORDINATOR JOB DESCRIPTION

Position: Psychiatric Rehabilitation Coordinator

Supervisor: Rehabilitation Specialist

Work Schedule: Determined by Staff

Status: ___ Full-Time, On-Site ___ Part-Time ___ X Contractor ___ Non-Exempt

GENERAL JOB DESCRIPTION

PRC's are responsible for assuring continuity of care for individuals served in the psychiatric rehabilitation program and performing related duties as outlined on the Individual Rehabilitation Plan (IRP).

SPECIFIC DUTIES/RESPONSIBILITIES

- Provide psychiatric rehabilitation services to individuals enrolled in FSCMD's Psychiatric Rehabilitation Program (PRP)
- Provide assistance to individuals served in the area of: self-care skills, social skills, independent living skills, cultural interests, medication compliance, health promotion, individual wellness self-management and recovery;
- Ability to research, gather, interpret, and maintain information necessary to meet persons served needs;
- Ability to maintain organization and order regarding entire caseload;
- Ability to read, understand and follow detailed departmental policies and procedures, and state and federal laws and regulations;

INDIVIDUAL'S SERVED TREATMENT & DOCUMENTATION:

- Participate in the initial assessment, development, and implementation of the individual rehabilitation plan (IRP) with guidance and supervision from the Rehabilitation Specialist;
- Complete persons served assessments (DLA-20, Suicide Risk Screening, Pain Management, Nutrition Screening, Medical Registration), as assigned by Rehabilitation Specialist;
- Ensure encounters and progress notes follow the persons served IRP;
- Ensure persons served are signing their individual sign in sheets for each successful encounter;
- Responsible for implementing the rehabilitation activities outlined in the persons served IRP;
- Complete progress notes for each visit with individual served using ICANotes Behavioral Health EHR within a 24 to 48 hour time-frame, and update the Smartsheet with the successful and attempted encounter information, as performed;
- Submit weekly "Friday Reports" on Smartsheet every Friday by 5PM and stay up to date on the company databases;
- Submit monthly collaboration progress notes and monthly summaries
- Collaborate with licensed mental health providers (LMHP) to ensure person served needs are being met;
- Participate in organization's monthly progress/training meeting led by Rehabilitation Specialist
- Participate in monthly supervision meetings with Rehabilitation Specialist

QUALIFICATIONS:

- The desire and ability to work with and advocate for all populations, including the disabled and vulnerable;
- A high school diploma; or GED with 1 year of work experience in a supervised mental health setting or 30 hours toward a bachelor's degree in a health-related field (at minimum);
- A minimum of two years of PRP-Adult experience (is preferred);
- Must possess a valid MD state driver's license with proof of insurance and no more than 2 points on driver's license;