



## **REHABILITATION SPECIALIST JOB DESCRIPTION**

Position: Psychiatric Rehabilitation Specialist

Supervisor: Chief Operating Officer or Chief Executive Officer

Work Schedule: Determined by Staff

Status: \_\_\_\_\_ Full-Time    \_\_\_\_\_ Part-Time    \_\_\_\_\_ Exempt    \_\_\_\_\_ Non-Exempt

### GENERAL JOB DESCRIPTION

The Psychiatric Rehabilitation Program (PRP) is under the direct supervision of the Rehabilitation Specialist.

The agency's Rehabilitation Specialist oversees the coordination of care, individual rehabilitation planning and compliant documentation of all service delivery for those receiving psychiatric rehabilitation services.

As a member of a multidisciplinary team, the Rehabilitation Specialist will complete assessments, person-centered rehabilitation plans, psycho-social skills training, clinical documentation, and other services driven by the needs of persons-served.

### SPECIFIC DUTIES/RESPONSIBILITIES:

1. Responsible for the documentation and maintenance of client's medical records.
2. Responsible for developing the Individual Rehabilitation Plan (IRP) following the timeframe set forth in COMAR
3. Provide ongoing training and support to psychiatric rehabilitation coordinators (PRC).
4. Meet with COO/CEO as determined by the COO/CEO to present updates, discuss concerns about and from PRCs, program concerns and regulatory concerns
5. Ensures that the program provides rehabilitation activities directed toward development or restoration of skills, including self-care and social skills.
6. Ensures that all services are age-appropriate, including group and self-directed leisure activities, both on-site and off-site.
7. Responsible for developing, implementing, and maintaining clearly written policies and procedures regarding the day-to-day operations of the program.
8. Available for twenty-four (24) hour on-call responsibility and flexibility to be present during crisis situations.
9. Conduct regularly scheduled group and/or individual supervision with PRCs that include relevant discussions and updates regarding clinical, psychiatric rehabilitation and COMAR/JOINT COMMISSION matters.
10. Contact referral sources for collaboration with providers and referral requests.
11. Conduct intakes with new clients and process paperwork to onboard new individuals into the program.
12. Enforce electronic documentation entry timelines set forth by the agency.



13. Monitor satisfaction of persons-served of service delivery.
14. Ensure PRCs possess and fully utilize strong psychiatric rehabilitation skills.
15. Monitor the PRCs and their work; review notes, collaboration documents, review overall progress of individuals served.
16. Provide PRCs feedback and education on the work submitted and how they can better serve their caseload.
17. Identify and/or develop curriculums that are relevant to the persons-served.
18. Document all discharge summaries within the required timeframes.
19. Participate in agency recommended trainings.
20. All other duties assigned.

QUALIFICATIONS:

1. A Licensed Mental Health Professional in the State of Maryland Board Approved, LMSW, LCSW, LCSW-C, LGADC, LCADC, LGPC, LCPC, Psychologist;  
-Or-
2. A Rehabilitation counselor who has a master's degree in rehabilitation counseling, psychiatric rehabilitation, vocational rehabilitation, or who is currently certified by the Commission on Rehabilitation Counselor Certification;  
-Or-
3. Certified Psychiatric Rehabilitation Practitioner.
4. Minimum of three (3) years of relevant experience in behavioral health
5. Minimum of two (2) clinical supervisory experience
6. For PRP-A, must have clinical knowledge of adults with co-occurring disorders and complex behavioral health issues
7. Must be able to relate to and work with groups that are culturally divers
8. Be able to communicate with persons served;
9. Be able to read and write the English language;
10. Ability to utilize a computer, specifically including basic word processing skills, internet skills and email use.

The work schedule is as follows:

- Enrollment of 29 or less: 20 hours per week (part time employment)
- Enrollment of 30 or more: 40 hour per week (full time employment)

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date