**JOB TITLE:** Psychiatric Rehabilitation Specialist

**DEPARTMENT:** Psychiatric Rehabilitation Program

**SUPERVISOR**: Joe Grimes, COO

Step by Step of Maryland is an accredited outpatient mental health agency that specializes in community-based substance abuse and psychiatric rehabilitation programming within Baltimore City and surrounding areas.

**GENERAL JOB DESCRIPTION**

Step By Step is actively seeking a Psychiatric Rehabilitation Specialist is to oversee the coordination of care, rehabilitation planning and proper documentation of all service delivery for everyone receiving PRP (Psychiatric Rehabilitation Program) services. As part of a multidisciplinary team, the Rehabilitation Specialist will provide assessment, person-centered treatment planning, psycho-social skill training, clinical documentation, and other services driven by the client need. This position directly supervises staff in conjunction with the PRP Administrative Director. This Supervisory position will assist with marketing efforts, team supervisions, team meetings and outreach\networking with our various network partnerships.

**MAJOR DUTIES AND RESPONSIBILITES**

* **T**his position requires licensing; LMSW, LCPC, LGSW, CPRP (no exceptions)
* Conduct intake/assessments/IRP development and Face to Face screenings with client.
* Provide ongoing training and support to DCW’s related to the development and implementation of individual and group interventions that are tailored to the specific needs of the client(s).
* Meet with COO and PRP Administrative Director weekly to present updates, discuss staff concerns, program concerns, and regulatory concerns.
* Maintain regularly scheduled group and individual supervision with all direct care staff that include relevant discussions and updates regarding both administrative and clinical issues.
* Enforce and comply with electronic documentation entry and approval timelines set forth by the agency.
* Prepare mid-month productivity reports for all DCW’s to ensure agency benchmarks are being met.
* Maintain accurate and current information on all client databases.
* Provide orientation, supervision, and training to PRP Workers, to assure the support and goal attainment or participating clients.
* Monitor client satisfaction of services and ensure DCW’s possess and utilize strong clinical/rehabilitative skills in delivery of services.
* Identify and develop group curriculums that are relevant to the demographic and clinical profile of the clients served.
* Maintain consistent and open communication with the Administrative Program Director and COO on all relevant and pertinent clinical and administrative issues related to the program.
* Document all planned and unplanned discharge summaries within 15 days of discharge date.
* Other duties as assigned

**MINOR DUTIES AND RESPONSIBILITIES**

The Psychiatric Rehabilitation Specialist contributes to the achievement of established department goals and objectives and adheres to department policies, procedures, quality and safety standards in accordance with governmental and accreditation regulations. The Rehab Specialist will also maintain quality improvement goals, oversee client delivery, and ensure performance measurements and outcomes are met including, but not limited to, monthly concurrent collaborations.

1. ALL Consumer’s plans must be individualized
2. Original individualized goals
3. 3-4 PRP Assessments and IRP’s must be completed per day, forwarded to Supervisor, Michelle London unless less than that number of consumer’s present for intake for the day. Ms. London will review for accuracy.
4. In the event less than 3-4 consumers present for PRP intake, Rehab Specialist will assist SA Program with conducting Group sessions or assist PRP program in any way possible as needed per MR. Brooks, PRP Program Director.
5. Must complete PRP supervisions monthly with ALL PRP Staff. 15-30 min visit per PRP counselor.
6. Must take a proactive approach with all PRP related matters
7. Must assist with PRP related trainings as needed by Ms. Lively. Ms. Lively will assign the topic and dates\times to present the training.
8. Must stay current with all policy and procedures relating to PRP and ensure that all staff members working within the PRP capacity; current with all PRP desk procedures; this means attending provider council meetings with Isaac, CSA trainings, assisting with yearly trainings within the organization, and all other professional trainings.
9. Assisting consumers in any capacity within PRP treatment.

**Skills, Knowledge and Abilities:**

* Bachelor’s degree in related human services, psychology, sociology, or related health field
* Must be a credentialed Mental Health professional in the state of Maryland (LMSW.. CPRP)
* Minimum of 3 years relevant Mental Health\behavioral health experience
* Clinical Supervisory experience
* Demonstrated clinical knowledge of adults with co-occurring disorders and complex behavioral health issues.
* Must be able to show tact and diplomacy when dealing with clients, peers and staff.
* Ability to prioritize multiple tasks
* Ability to use good professional judgment. Detail oriented. Ability to work independently, with minimal direct supervision.
* Supervisory experience preferred.

**Additional Eligibility Qualifications**

* Must be able to function independently and have flexibility, personal integrity and the ability to work effectively with staff and support agencies.
* Must be able to relate to and work within culturally economically diverse environment.
* Must possess the ability to make independent decisions when circumstances warrant such action.

**ATTENDANCE**

The work schedule will consist of a 40-hr. work week; Monday through Friday 8:30AM-5:00PM. It is expected that you are present according to your work schedule. You must coordinate all time off appropriately with the Program Director.