

# **Psychosocial Rehabilitation/Community Support Specialist**

The position of Psychosocial Rehabilitation/Community Support specialist functions within the Psych Rehab Department at the Institute for Human Resources. All services are provided under the Institute for Human Resources Mission Statement. This position has the primary responsibility of providing therapeutic group activities and didactic skills training with recovering mentally ill adults. These services are delivered in group, individual, and community format. Services are focused on assisting the individual toward recovery, improving his/her mental health and independent functioning.

**SUPERVISED BY:** Clinical Director

**POSITIONS SUPERVISED:** None

**EMPLOYMENT STATUS:** Full time, non-exempt

**HOURS:** Scheduled to work 37.5 hours per week with a one-hour meal break each working day. Additional hours providing crisis on-call service.

## **QUALIFICATIONS:**

**EDUCATION:** Bachelor's degree in Psychology, Social Work, or other human service field, or 2 plus years of experience in human services.

## **SKILLS:**

1. The ability to develop and maintain positive therapeutic relationships with adults who have a severe and persistent mental illness.
2. Models appropriate adult behavior in a variety of settings, as well as modeling recovery skills.
3. Demonstrates the ability to maintain a healthy sense of boundaries when working with clients.
4. Communicates effectively with a diverse population in verbal and written formats.
5. Functions effectively as a member of a team.
6. Able to effectively plan and organize activities.
7. Completes assignments with minimal directives, is reliable and dependable.

**EXPERIENCE:** No experience necessary, but personal or professional experience working with persons with disabilities and facilitating group activities is beneficial.

## **PHYSICAL REQUIREMENTS:**

1. Have the ability to lift 30 pounds.
2. Be able to assist wheelchair bound persons onto a bus using a lift.

## **OTHER REQUIREMENTS:**

1. Possess a valid Illinois driver's license and a good driving record, and use of a dependable, insured vehicle
2. Cell phone
3. Able and willing to drive a 15-passenger bus.

## **RESPONSIBILITIES:**

### **CLINICAL RESPONSIBILITIES:**

1. Provide skills training and therapeutic group activities for persons with serious and persistent mental illness in group and out in the community. Intervention areas may include but are not limited to interpersonal skills, symptom management, medication management, safety/emergency, leisure skills, self care, home management, stress management, co-occurring disorders, and vocational skills.
2. Provide Community Support group in community as needed, using similar skills as PSR, but in community setting such as assist clients in grocery shopping, errands, cooking, and social skill training.
3. Be able to be goal oriented in work with consumers while being able to effectively respond to a variety of client needs, personality types, and illness-related behaviors. Maintain a sense of safety and confidentiality for the individual, group, and/or community.
4. Assess and recognize clinically significant change in an individual's status and adjust the method and intensity of intervention appropriately and alert the case manager or supervisor when appropriate.
5. Serve as an adult role model for individuals, demonstrating age- and activity-appropriate behavior as well as serving as a "reality check" for those persons who may be experiencing an alternative reality.
6. Handle consumers' money and belongings with honesty and integrity, keeping complete and accurate documentation of money exchange.
7. Provide other services as needed, including but not limited to, medication monitoring, community support group and individual services, and case management.
8. Participate in the treatment planning process. Be familiar with each individual treatment plan and the specific goals, which are to be addressed in PSR.
9. Be responsible for providing secondary crisis on-call coverage once or twice a month and primary coverage occasionally if necessary.
10. Follow all IHR policies and procedures. Abide by the Mental Health Code of Illinois, the Confidentiality Act, and HIPAA regulations.

### **ADMINISTRATIVE:**

1. Complete progress notes within 48 hrs of activity, time sheets by due date requested, and other agency documentation accurately and promptly as directed by supervisor and in accordance with federal, state, and other regulators.
2. Strive to meet target billing goals each fiscal year, working with supervisor to rectify any concerns.
3. Assist supervisor in planning the long term and short-term goals and activities of the psych rehab program.
4. Be responsible for providing PSR activities within a reasonable budget, requesting funds prior to any activity requiring agency funding.
5. Participate in agency and departmental meetings as assigned by your supervisor.

### **SAFETY RESPONSIBILITIES:**

1. Work to ensure the safety of staff and clients in his/her work environment.
2. Cooperate with the Safety Committee as directed by supervisor.
3. Document any unusual incidents and forward to the appropriate staff.
4. Notify supervisor when bus maintenance issues arise.

### **TRAINING:**

1. Participate in intra-agency training events as scheduled.
2. Further professional growth as directed by supervisor which may include such activities as conferences, workshops or classes.