

## JOB DESCRIPTION

<b>Job Title</b>	<i>Supported Residential Psychiatric Rehabilitation Coordinator</i>		
<b>Reports to:</b>	<i>Residential Services Supervisor</i>		
<b>FLSA</b>	<i>Non-Exempt</i>	<i>Orig. Date</i>	<i>February 1997</i>
		<i>Revised:</i>	<i>December 2018</i>

### JOB SUMMARY:

Reports to the Resident Counselor Supervisor with responsibility for working with Supported Housing residents on

Psychiatric rehabilitation goals to foster independence and progress toward recovery.

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### ESSENTIAL FUNCTIONS

#### 1. Interact one-on-one and in group settings with residents:

A. Forms relationships with residents by talking with residents and reading their histories and assessments in AWARDS. Socializes with residents on each shift to build rapport and a trusting, friendly bond.

B. Knows the goals of each resident by reading the Service Plans or attending Service Plan meetings. Familiar with each goal and the rationale for the goal. Addresses the goals with the resident during the shift. Informs the Residential Services Case Manager of additional goals as you become aware of them.

C. Creates learning opportunities and teachable moments with residents to promote further knowledge and independence.

D. Supervises individual residents as they take medication. Discusses the medications, the proper dosage, the time it is to be taken, etc. Educates residents about the medications they take and how to take their medication independently.

E. Assists residents with daily skills such as cooking, general housekeeping, hygiene, and other activities of independent living. Trains residents to complete activities of independent living through repetition, example, and working side-by-side with them whenever possible.

F. Encourages residents to participate in community activities offered by Park Center and have residents sign up on the calendar.

G. Ensures safety of all residents by checking on the residents regularly during shifts. Knows where the residents are and what they are doing throughout the shift.

H. Ensures that client rights are enforced.

## **2. Provide Psychiatric Rehabilitation services in the home:**

A. Collaborates with Resident Counselor Supervisor and Supervised Residential Services Coordinator to create weekly schedule of psychiatric rehabilitation groups.

B. Facilitates daily psychiatric rehabilitation groups in the home, to include curricula such as WRAP and IMR, as well as other educational and skill building topics.

C. Engages with residents individually regarding their unique goals and utilize the Recovery and Life Skills Tool Kit provided at the house to offer individualized education.

D. Facilitates weekly menu planning group with residents, work with residents to create a grocery list, and document in a group note.

E. Works with residents to create initial Crisis Plans and annual Crisis Plan reviews with residents according to Park Center policy.

## **3. Maintain daily operation of living facilities:**

A. Ensures that the house is kept neat and clean by assisting residents in completing assigned chores on a daily basis, providing education as necessary.

B. Keeps linens clean and neatly organized in closets or other designated areas.

C. Ensures residents' personal food is maintained in designated area, and kept clean, organized, and in containers.

D. Notifies supervisor of maintenance issues as they arise.

E. Performs and document monthly fire drills (as assigned).

F. Creates operational lists for the home, including weekly grocery/supply list; weekly menu; weekly chore list.

G. Communicates important information to Residential Services Case Manager via email or phone call. Progress notes are read often but not daily; therefore, some information should be communicated as soon as possible.

#### **4. Recordkeeping Duties**

- A. Document daily progress notes on each resident in AWARDS as well as documenting house activities in the house log book.
- B. Documents when medication is given by initialing medication log, noting on house log, and in individual progress note.
- C. Completes shift change checklist at beginning of every shift.
- D. Clocks in and out using the ADP system and records time on paper timesheet.
- E. Completes Work Plan quarterly and submit to supervisor by the deadline.

#### **5. Values cultural competence and diversity**

- A. Collaborates with staff, members, and the community to gain the perspectives of others having diverse opinions, abilities, values, beliefs, perspectives, and ethnic or cultural backgrounds.
- B. Takes deliberate steps to increase own cultural competency by attending trainings, events, discussions, workshops, etc.
- C. Is intentional to increase cultural competency within the department.

#### **6. Other duties as a member of Park Center Housing Staff:**

- A. Attends staff and supervision meetings.
- B. Completes Essential Learning courses by deadline.
- C. Keeps up with current issues and correspondence by reading emails on each shift.
- D. Assists with housing events and extra activities as applicable.
- E. Maintains good attendance and punctuality. Follow policy for vacation and sick time.
- F. Works on either Thanksgiving or Christmas day
- G. Follows all Personnel Policies and Procedures.
- H. Follow HIPAA confidentiality guidelines.
- I. Follows emergency procedures (i.e.: resident crisis, injury or weather).
- J. Follows On Call procedure.

## **QUALIFICATIONS**

- Bachelor's Degree in Social Work, Sociology, Psychology, or related field with applicable experience or
- High School Diploma or GED, with minimum of three years' experience in a mental health field
- Experience in residential setting preferred
- Training in WRAP and IMR facilitation preferred
- Current CPRP certification or willingness to pursue certification upon hire

## **WORKING CONDITIONS**

The position involves working with residents who have a behavioral health concerns and who may at times exhibit behavioral issues. Potential exposure to communicable diseases including the common cold, flu and hepatitis.

Position requires availability to work irregular hours, including evenings, overnights and weekends.

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## **PHYSICAL DEMANDS**

Must be able to sit, walk, stand, twist and bend for brief periods of time. Occasional reaching and or grasping using hand and/or arms. May be required to move or lift up to 20 pounds. May be required to ascend/descend stairs. Regular use of hands requiring dexterity in using the telephone, computer key board or mouse. Ability to handle disruptions due to requests from residents.

## **DIRECT REPORTS**

None

## **DISCLAIMER**

This job description is not intended to be all-inclusive and the employee will be expected to perform other reasonably related duties as assigned. Park Center reserves the right to revise or change job tasks and responsibilities.

The Staff Member's signature below constitutes understanding of the requirements, essential functions and duties of the position.

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Employees Names (Please Print)	
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Employee's Signature		Date
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