



JOB DESCRIPTION
REHABILITATION COORDINATOR

Program: Residential Treatment
Reports To: Mental Health Rehabilitation Supervisor

Classification: Exempt
FTE: 1.0 fte
Pay Grade: xx

Position Summary

The purpose of this position is to develop psychosocial rehabilitation throughout the milieu, and coordinate/participate in a rehabilitation delivery system for residents.

Essential Job Functions

Supportive & Motivational Client Relations

- Establish supportive, motivational and therapeutic relationships with clients, ensuring an atmosphere of safety, security, responsible mental health care and facilitates recovery.
- Serve as a role model for clients regarding problem solving, decision-making, conflict resolutions, independent living skills and responsibilities.
- Know current level of functioning of clients, and needed interventions. Assist clients in understanding and management of mental health issues. Meet regularly with clients to assist in skill building for managing their illness. Observe client behavior and physical and emotional symptoms and perform behavioral management interventions, as needed. Address co-occurring chemical health concerns.
- Learn the rehabilitation needs of clients in order to participate in implementing goals and objectives for meal planning and preparation, housekeeping, laundry, proper use of household appliances and furniture, shopping, budgeting, etc. Provide training, demonstration, and observation both individually and in group sessions about identified areas. Make accommodations as needed to assure client and staff safety. Provide assistance if a client is not able to complete a task.
- Coordinate delivery of independent living skills services to effectively address client needs. Encourage clients to use natural supports and mainstream community resources to support goals around living in the community. Provide clients with logistical and organizational support for planning and resolving potential barriers. Refer clients in crisis to appropriate resources and provide follow-up.
- Monitor self-administration of medications to assist in skill building for managing their illness.

Program Administration

- Complete initial independent living skills assessment of clients to determine client needs. Ensure individual treatment plans reflect clients' needs and service desires. Communicate instructions and methodologies as appropriate to ensure that plan is implemented correctly.
- Coordinate with clients to plan in-house and community-based independent living skills activities and ensure plans are implemented. Assist clients in setting up and implementing activities that match their needs and abilities.
- Coordinate completion of rehabilitation interventions during each shift worked and communicate/schedule rehabilitation interventions.
- Provide educational groups as programming requires. Document client attendance, interaction, and relevance to individual plan.
- Provide crisis intervention services for clients and support the crisis intervention work of other team members.

Program Team Member

- Share emergency shift coverage and coordination responsibilities to ensure adequate program coverage.
- Participate in team meetings and processes for communication concerning clients and facility.
- Follow established program and agency protocols, policies and procedures. Provide team with thorough, timely, legible, accurate, objective information. Provide input for client care plans. Collaborate with staff regarding client goals and objectives.
- Maintain a collaborative relationship with team. Model rehabilitative service practices for staff. Provide help to other team members as needed. Assist in orienting new team members about rehabilitation programming.
- Participate in creating an overall positive community atmosphere with other staff and clients.
- Supervise facility as senior staff on shift when necessary.
- Be available for emergency coverage on short notice, as required.
- Complete required trainings, both upon hire and annually.

Other Duties

- As assigned.

Physical Requirements

The work of this position entails the use of standard office equipment as well as a wide variety of household appliances and equipment including but not limited to the clothes washer and dryer, dishwasher, stove, microwave oven and vacuum cleaner. This position requires the ability to drive an automobile on a daily basis. This position is approved to use agency vehicles. The work of this position requires that the incumbent be able to see, hear, speak, read and write English clearly in order to ensure client welfare and development. The incumbent must be able to lift up to 20 pounds, use all household equipment, as well as bend, stoop, stand and pull in order to perform or demonstrate independent living skills using household appliances and equipment. The incumbent must be able to walk up and down stairs, access client's bedrooms, drive a car and use the telephone.

Qualifications

Education and Experience

- 21 years of age and possess a high school diploma or equivalent.
- Ability to meet the Minnesota Department of Human Service Rules for qualifications of a mental health practitioner required.
- Experience working with people who have severe and persistent mental illness preferred.
- Advanced knowledge of evidence based treatment practices and methods preferred.
- Experience or knowledge of chemical dependency issues for adults with mental illness preferred.

Knowledge, Skills and Abilities

- Ability to intervene appropriately in crisis prevention and de-escalation when necessary.
- Ability to communicate effectively and persuasively orally, in writing and on both an interpersonal and group level.
- Knowledge and ability to facilitate groups.
- Excellent interpersonal skills with people from differing backgrounds and cultures.
- Ability to be flexible in meeting scheduling needs. Ability to work on agency holidays, as required.
- Ability to maintain confidentiality of client information and appropriate boundaries.
- Familiarity with Microsoft Office suite, particularly Microsoft Outlook.
- Ability to maintain a clean driving record, a current driver's license, and auto insurance coverage meeting Touchstone Mental Health policy limits.

The above statements are not intended to encompass all functions and qualifications of the position. Rather they are intended to provide a general framework of the essential requirements of the position. Job incumbents are required to perform other functions not specifically addressed in this job description.

Signature

Date