

POSITION DESCRIPTION

POSITION TITLE:

Psychosocial Rehabilitation Counselor

CLASSIFICATION TITLE:

Client Services Provider 3

POSITION LOCATION:

Sunshine House
500 Dixie Lane
New Market, VA 22844

POSITION UNDER THE SUPERVISION OF:

Psychosocial Program Supervisor

POSITION SUMMARY:

This position is responsible for the facilitation of the daily operation of one of three prevocational units (clerical, kitchen, or environmental/maintenance) within a Psychosocial Rehabilitation Program serving adult with serious mental illness; and is responsible for program service plans for a designated group of program members. Major duties of this position are in the area of service plan implementation; client advocacy; therapeutic intervention with clients in crisis, service documentation and reporting; and client social, recreational, and educational activities.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Enables members to perform tasks in respective work unit through support, education, and coaching, as well as working with members to promote a work unit atmosphere conducive to member involvement, self-determination, and positive work habits.
2. Develops and maintains short and long-term plans of respective work unit activities to promote the effective operation of the unit and to maximize member interest and participation.
3. Assists other psychosocial counselors in maintaining an adequate inventory of unit supplies, materials, and equipment through regularly monitoring, purchasing, and requisitioning of items needed to continue the functioning of the unit.
4. Monitors and assesses program members functioning progress in meeting service plan objectives, and advises agency staff and other service provides, both verbally and/or in writing, of member needs to ensure adequate service provision.
5. Maintains client case records in compliance with applicable agency and licensure documentation requirements to ensure agency and licensure documentation requirements to ensure effective service delivery, continuity, and quality assurance.
6. Provides and/or coordinates social, recreational, and educational activities for members, outside of regular program hours, in order to broaden member social opportunities. Activities may include

conference attendance, evening socials and dinners, weekend and holiday hours, and support groups.

7. Participates in program and interagency staff meetings, sharing information with consulting psychiatrist, mental health nurse, case managers, and therapists, as well as other service providers, to enhance effective service coordination and planning.
8. Provides appropriate therapeutic intervention to program members in crisis, including a clinical assessment of client's mental status, determining level of decompensation, if present, and checking for the presence of any life-threatening issues. Refers client to other providers if more intensive service needs are indicated (e.g., emergency services prescreening for hospitalization of residential stabilization program admissions).
9. Participates in screening new service requests, utilizing screening checklist, to facilitate the smooth entry of new members into the Psychosocial Program.
10. Monitors respective work unit environment for compliance with applicable licensure, health, and safety regulations to ensure a safe and effective program setting. Compliance activities may include monthly inspections of smoke detectors and fire extinguisher equipment; coordinating health department inspections; and agency van safety checks. Incumbent's CPR and First Aid certifications must be maintained.
11. Provides and/or facilitates education and support groups for program members in such areas as psychotropic medications, prevocational and life skills, health, and other relevant issues, to promote client independence, effective decision making, and empowerment.
12. Promotes community and members awareness and support of the Psychosocial program by providing information on serious mental illness and the program's role, through public presentations, newsletters, open houses and tours, and organizational networking.
13. Provides transportation for members within the program as needed, using agency van or own vehicle, to facilitate member participation in the program and other NWCS programs.
14. Performs other duties as assigned by Supervisor, which are consistent with the position and in compliance with agency policies and procedures.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

Working knowledge of mental illness, its etiology and its treatment; of human behavior (normal functioning versus deviation: and of supportive counseling and active listening techniques; of basic crisis intervention techniques; and of active listening and supportive counseling. Some knowledge of the Fountain House and related models of Psychosocial Rehabilitation; of psychotropic medications and their side effects; of behavioral management; and of community-based mental health services.

Skills:

Skill in operating essential equipment relevant to respective work unit.

Abilities:

Demonstrated ability to relate to, work with, and assess the service needs of the serious mentally ill individuals; to model appropriate behavior; to work as a member of a rehabilitation team; to provide training, guidance, and supervision to members in promoting growth and living skills; to communicate effectively both verbally and in writing; to plan work activities; to exercise sound, professional judgment; to educate clients/members about their illness and encourage treatment; to maintain member confidentiality; and to serve as a member advocate

QUALIFICATIONS:

A Bachelor Degree in a human services field with related human services experience, or a combination of education, training, and experience indicating the possession of essential knowledge, skills, and abilities and status of QMHP. Requires the individual to provide own transportation as required to perform job duties. A valid Driver's License and good driving record required.

SALARY RANGE:

Level 4E

FLSA STATUS:

Exempt

VERIFICATION OF ACCEPTANCE OF POSITION RESPONSIBILITIES:

This is to certify that I have read the above position description and accept the duties and responsibilities required of this position.

Employee's Signature

Date

Immediate Supervisor's Signature

Date

Chief Operational Officer's Signature

Date

Chief Executive Officer's Signature

Date

Effective Date: July 2004
Revised: November 2009
Attached: Organizational Chart
/lep