



Position: Rehabilitation Specialist (*Community Rehabilitation Supervisor*)

Location: 5900 York Rd., Suite 206, Baltimore Md. 21212

Employment Type: Part Time (20hrs per week) & Full Time (40hrs per week)

Manages Others: Yes

Reports to: Program Director

SUMMARY

Under the direction of the Program Director, the Rehabilitation Specialist plans, develops, administers, supervises, and evaluates the daily operations of the direct service workers/counselors for the Psychiatric Rehabilitation Programs. The Rehabilitation Specialist is responsible for the appropriate provision of rehabilitative services and clinical supervision of all direct care staff/counselors. The Rehabilitation Specialist oversees all rehabilitation services and provides training for staff on how to provide services that address the goals identified in the client's Individualized Rehabilitation Plans.

ESSENTIAL DUTIES

- Overall responsibilities for rehabilitation services
- Responsible for the appropriate provision of rehabilitation services to clients that are being served by community intervention specialists within the PRP program
- Develop and assure that rehabilitation services meet the needs of the individuals served by the program
- Advise the Program Director regarding development and implementation of rehabilitation services that reflects the need of the program participants
- Educate direct care staff on how to document the correlation between rehabilitation activities and the goals of the IRP
- Ensure the completion of all client assessments (Initial and continual).
- Ensure that the clients have a current and comprehensive individualized rehabilitation plan (IRP)
- Ensure that the client has a current and comprehensive rehabilitation progress report.

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- Ensure ongoing communication and coordination of services between the mental health services provider and the rehabilitation services provider.
- Ensure compliance with medical health care for clients enrolled.
- Ensure compliance to physician recommendations for specialized medical attention for medically fragile youth.
- Ensure compliance with medication and health treatment for clients.
- Coordinate team meetings to develop rehabilitation plans for clients and ensure implementation of treatment services
- Document client's progress in quarterly treatment summaries.
- Coordinate with the Core Service Agency and other outside agencies for effective and efficient delivery of services.
- Broker community resources and services to meet the client's needs.
- Maintain client files with appropriate medical, education, and treatment records and facilitate correspondence with inter-agency team members
- Participate in the development of and implementation of policies and procedures in conjunction with the management staff and consumer input; addresses long-range and short-range goals, budgets, security, risk management issues and program evaluation for the company.
- Participate in the hiring process of qualified staff to meet funding and licensure requirements as well as the needs of the PRP program. (as needed)
- Ensures all programs and services are compliant with all regulations related to licensing, certification of services, state (COMAR) and government regulations, and CARF accreditation.
- Coordinates extensive orientation and in-service training programs to upgrade staff competencies in clinical and research areas.
- Establishes staff development goals and on-going training agenda for subordinates within the program.
- Manages program development and implementation from the Rehabilitation Supervisor post.
- Represent Community Bridge Builders of Maryland in all networking activities with other providers in the community, businesses, associations, etc.
- Provides CPR and First Aid as needed.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise service delivery to ensure the effective implementation of treatment and case management services.
- Supervise the completion of clinical documentation. This includes ensuring documentation is completed in a timely manner and its content is of sufficient quality. In addition, ensure that the clinical treatment flow is clear, comprehensive, and observable in the client file.

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- Supervise the clinical service delivery to ensure effective implementation and execution of clinical interventions and clinical supervision.
- Ensure that all clinical services are consistent and appropriately documented (i.e. Counseling Services and all other clinical service delivery interventions.)

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's Degree in Social Work or related discipline; minimum of two years of direct care experience working with emotionally disturbed youth; two years of supervisory experience preferred; two years of experience working with youth within social, educational or recreational setting is preferred; or certified competency in program-based therapeutic models along with familiarity with theories, principles and practices related to child development. Knowledge of Psychiatric Rehabilitation Programs within the state of Maryland, COMAR regulations guidelines, and CARF compliance measures preferred but not required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSURES, REGISTRATIONS

Minimum LGSW required. Valid Maryland driver's license with a good driving record. Current CPR and First Aid certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to handle and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust to focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is predominantly within the office setting, but will occasionally be exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Community Bridge Builders of Maryland is an Equal Opportunity Employer committed to hiring a diverse workforce. We offer a rewarding and challenging work environment for individuals interested in becoming a part of our staff.