

BEN GORDON CENTER
BEHAVIORAL HEALTHCARE SERVICES PROGRAM - ADULTS
Rehabilitation Services
Job Description

I. JOB TITLE: MANAGER/REHAB THERAPIST/CASE MANAGER

II. MINIMUM QUALIFICATIONS:

A.**Education** - Master's Degree in behavioral healthcare field.

B. **Licensure/Certification** - Job related license, e.g., LSW, LCSW or LCPC; IASPES membership and registry.

C.**Experience** - Five years minimum including two years of supervisory. (The Supervisory experience requirement may be modified temporarily contingent upon a professional development plan which includes at least five hours of formal supervisory training per year for up to two years plus up to two years of supervision by a BGC qualified supervisor.)

D.**Other** - Criminal background check clearance

- Academic transcripts
- Three letters of reference
- Valid drivers license
- Furnish own inspected, automobile as needed for Center work and transportation of clients
- Attend driver safety training
- Chemical screen
- TB test

III. IMMEDIATE SUPERVISOR: Clinical Director

IV. DUTIES AND RESPONSIBILITIES:

A.**SUPERVISORY: For all RSP services including, but not limited to, drop in center, PSR, case management, supported living -**

1. Provide individual and group clinical supervision as required or indicated 100% of the time.

2. Chair case staffing meetings as directed by Program Manager 100% of the time.

3. Assist with quality assurance and improving program and organizational performance 100% of the time.

4. Assist with credentialing 100% of the time.

5. Assure service activity documentation 100% of the time.

6. Assist with service related compliance 100% of the time.

7. Complete supervisee performance evaluations as required 100% of the time.

8. Assist Program Manager with assuring acceptable, individual staff and program productivity levels as stipulated by BGC 100% of the time.

9. Assist with and assure continuity/continuum of care 100% of the time.

10. Assist supervisees in developing their annual, individual professional development plans 100% of the time.
11. Other responsibilities and tasks as may from time to time be assigned 100% of the time.

B.DIRECT SERVICE :(Note: Services may be supplied in facilities or on an outreach basis.)

1. Screen and evaluate requests for services 100% of the time.
2. Assess and evaluate client needs, strengths, goals and resources 100% of the time.
3. Refer and link clients to other human services program 100% of the time.
4. Collect and record social history for assigned cases 100% of the time.
5. Maintain Agency performance expectations 100% of the time. Provide a minimum of 1248 billable hours a year, complete all required documentation within 24 hours after services are delivered, maintain 100% UM/UR., maintains at least a 90% kept rate of all clients
6. Develop Individual Service Plans with clients utilizing the assessment tools used by Rehabilitation Services Program 100% of the time.
7. Work with interdisciplinary team in reviewing cases and developing individual service plans 100% of the time.
8. Implement the ISP through rehabilitation services such as case management, advocacy, out reach, Skills training groups, social rehabilitation, drop-in center monitoring and counseling 100% of the time.
9. Intervene, stabilize and manage acute crisis situations and serve as part of the ECASP on-call rotation as assigned 100% of the time.
10. Provide linkage case management, participate in treatment planning and discharge planning with State Operated Facility when client is hospitalized 100% of the time.
11. Consult 100% with other Center staff regarding assessments and service plan development.
12. Consult 100% with other service agencies around case specific and programmatic services.
13. Serve as liaison to other agencies as assigned 100% of the time.
14. Train other providers and non-providers in areas relating to service specialties 100% of the time.
15. Other responsibilities and tasks as may from time to time be assigned 100% of the time.

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B. ADMINISTRATIVE:

- 1. Maintain clinical records in accordance with assigned Ben Gordon Center Services Program 100% of the time.
- 2. Assist Program Manager with maintaining statistics and reports related to RSP services 100% of the time.
- 3. Other responsibilities and tasks as may from time to time be assigned 100% of the time.

Solution Plan:

Provider will meet with manager within 7 days of report to develop plan to increase compliance.

C.GENERAL:

- 1. Conduct all professional activity in an ethical manner.
- 2. Conform to all applicable BGC policies and procedures.
- 3. In conjunction with other staff assist in identifying and eliminating any situation which puts at risk the health and/or safety of clients, staff, or others who come in contact with center operations.
- 4. Utilize literature, workshops, and other training aids to continually improve clinical and administrative skills.
- 5. In conjunction with supervisor, complete and implement Individual Professional Development Plan.
- 6. Assist in assuring BGC compliance with all related licensing and accreditation requirements.

V.SALARY CLASSIFICATION AND/OR RANGE OF SALARY: Dependent on education and Experience.

Approved by

Approved by

Date

Date

BHSPRS.MAN