

TITLE: Rehabilitation Consultant

Position Summary:

The Psychiatric Rehabilitation Consultant provides clinical, casework, individual and group services to individuals and their families by performing the following duties listed below. Additionally, the Psychiatric Rehabilitation Consultant is responsible for monitoring services and staff documentation to ensure consumers achieve their psychiatric recovery goals and that services are oriented to the individual needs of consumers served. Services are provided on-site, within the home, and in the community. The consumer receives assistance with developing life skills training to include organizational skills, time management skills, nutrition, budgeting, etc.

Essential Functions:

- Completes assessment on clients' social, emotional, financial, health, or other problems to develop rehabilitation treatment plan.
- Develop and implements treatment plans with individual in services.
- Counsels individuals, assisting them to identify and resolve problems and make effective use of resources.
- Works closely with families of individuals and provides appropriate referrals for family members.
- Develops and maintains contact with other agency staff and local service providers to promote coordination and integration of care.
- Helps individuals understand mental illness and how it affects their health and life styles.
- Maintain productivity requirements including monthly minimum visits and active caseload requirements.

- Prepares and maintains written case records, reports, notes and other relevant documentation.
- Performs case follow-up, closing, and performs other administrative tasks as required.
- Participates in PRP management team.
- Check work e-mail according to agency protocol
- Participate in and complete all required trainings
- Other duties as assigned

Required Qualifications:

- Bachelors Degree (B.A.); OR Masters Degree (M.A.) from an accredited college or university in human services field preferred.
- Should have knowledge of Internet and Microsoft Office software (MS Word, MS Excel, MS PowerPoint, MS Outlook).
- Must be able to be trained on Electronic Medical Record software.
- Must have valid driver's license and vehicle insurance
- Excellent communication skills.
- Ability to professionally handle difficult situations.
- Physically able to move/lift up to 50lbs.

We expect all staff to have a strong desire to provide excellent customer service; to comply with the rules and regulations of those organizations to which we are accountable; to have high ethical and professional standards of conduct; and to have an attitude of wanting to continuously improve their own professional performance

Kirstin Care, LLC is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for

employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability status.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.