

JOB DESCRIPTION
COMMUNITY BASED FLEXIBLE SUPPORTS (CBFS)

TITLE: REHABILITATION SPECIALIST

QUALIFICATIONS:

Masters Degree plus two (2) years experience in human service management preferred. Bachelor's degree, two (2) years experience in human service management, and valid driver's license required. Significant relevant training and experience may be considered in place of degree.

SUPERVISION:

Supervised by the Supervising Rehabilitation Specialist. Acts as an integral member of CBFS Interdisciplinary Team.

GENERAL WORK HABITS:

3- Practically Always; 2- Most of the time/Excused; 1- Almost never

All employees are expected to rate at least a **2** on ALL general work habits.

- Being punctual
- Informing supervisor
- Remaining alert and focused
- Requesting assistance
- Getting along with co-workers
- Completing assigned tasks
- Acting in a professional manner
- Completing assigned tasks
- Attending training
- Abiding by agency expectations

JOB DUTIES:

1. Collaborate with Individuals Served, Licensed Clinicians, Program Coordinators and other members of the Interdisciplinary Team to complete the Comprehensive Assessment and other assessments as needed.
2. In collaboration with individuals served and the Interdisciplinary Team, create the Individualized Action Plan (IAP) and other recovery plans.
3. Responsible for coordinating the IAP meeting including facilitating the participation of other stakeholders including DMH , the individual served's family and/or legally authorized representatives (LAR)
4. Responsible, with the individual served, for the implementation of rehabilitation interventions in as indicated in the IAP.
5. Collaborate with staff at specific sites to assist individuals served with all day to day activities including the acquisition and utilization of needed resources.

6. Participate in Quality Improvement (QI) Process Reviews and the development and implementation of Results Oriented Management (ROM) plans.
7. Collaborate with the Interdisciplinary Team to collect and analyze data related to DMH Performance Based Objectives, Network ROM plans and QI plans.
8. Attend, participate in, or facilitate meetings/trainings internal or external to Alternatives as assigned.
9. Assist Program Coordinators in the development of growth orientated structures, activities and opportunities.
10. Facilitate and monitor the implementation of activities that create opportunities for the development of valued roles and personal relationships in the community.
11. Responsible for the completion of all documentation related to the IAP and reviews, including monthly notes.
12. Assist people to access, and/or provide all needed transportation.
13. Participate in On-call Beeper rotation.
14. Perform other duties as assigned.

I accept this position and the responsibilities inherent in it. I understand that along with the specific duties cited above I am responsible to perform other related duties as assigned. I have had the opportunity to review and ask questions about the Rehabilitation Specialist Job Description. I understand that a copy will be placed in my personnel file.

Signature: _____

Date: _____

Print Name: _____

Org: 2/09 Rev: 5/09