

**SAMPLE**  
**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 AGENCY 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 Agency 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 1352 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 Agency 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 Agency compliance with all related licensing and accreditation requirements.

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

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Approved by

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Approved by

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Date

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Date

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