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**MENTAL HEALTH  
REHABILITATION  
SPECIALIST**
**DESCRIPTION**

The MHRS is overall responsible for the quality of care provided to the clients on a shift by shift basis.

The MHRS will be proficient in all competencies required of the MHWI, MHWII, and Rehabilitation Counselor positions, however, is expected to perform at superior level specifically related to crisis intervention and providing guidance for staff in their interactions with difficult to work with clients.

This position is responsible to follow through with tasks, implement interventions outlined by clinical staff and Program Director and provide oversight and mentoring to staff to ensure that duties have been completed appropriately and efficiently on a shift by shift basis.

**SALARY RANGE**

\$16.00 - \$23.50

**DEPARTMENT:**

Program

**REPORTS TO:**

Program Director

**JOB SUMMARY  
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The MHRS has overall responsibility for organizing, implementing, and providing daily services to clients as ASTCI.

**OBJECTIVES:**

He/she will work with a caseload of clients from admission to discharge following through on all aspects of their care on a daily basis.

Objectives of the position include:

- Timely completion of weekly, monthly and quarterly documentation for their caseload
  - Involvement in the prevention of escalation, crisis intervention, decompensation and all necessary documentation following such events
  - Participation in monthly multidisciplinary treatment teams and expectations of dissemination of information to clinical staff and direct care staff accordingly
  - Training and oversight of MHWI, MHWII, RC, CNA positions with expectations that employees are competent in job duties following trainings
  - Continual communication with APD, PD or specific individual staff concerns or client needs
  - Capability in following up with staff in violation of policy and procedure, professional expectations and safety concerns
  - Oversight to the content of the medical record with respect to
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	caseload and communication, follow up for missing information
<b>QUALITY</b>	<ul style="list-style-type: none"> <li>• Quality is measured through several areas: <ul style="list-style-type: none"> <li>○ Evaluation of progress made by client caseload and communication related to their strengths and needs</li> <li>○ Safety of the shifts in which MHRS is a lead – including employee and staff injuries</li> <li>○ Efficiency of the shifts in which MHRS is a lead including completion of work timely and effectively</li> <li>○ Ability to provide support to clients and staff with little guidance necessary from APD, PD</li> <li>○ Evaluation of documentation including weeklies, quarterlies, incident reports and other necessary documentation related to client care</li> <li>○ Expectation of adherence to all Title IX regulations as well as facility policy and procedures including upholding this same expectation for those working on given shift</li> </ul> </li> </ul>
<b>CLINICAL PRACTICE</b>	<ul style="list-style-type: none"> <li>• Participates and assists in the daily tasks associated with client care including evaluation of client safety and appropriate interventions related to their current functioning and safety</li> <li>• Responds promptly in emergency situations to meet client needs</li> <li>• Treats clients with dignity and respect</li> <li>• Completes tasks as assigned by supervisor</li> </ul>
<b>PERSONNEL</b>	<ul style="list-style-type: none"> <li>• Participates actively in appropriate and effective training of direct care staff</li> <li>• Evaluates staff understanding and job knowledge on an ongoing basis and report's findings to APD, PD</li> <li>• Documents deviations from standard policies and procedures as identified by individual staff (counseling, supervision forms)</li> <li>• Maintain open lines of communication and uphold strong ethical and professional guidelines to ensure client care is superior amongst all staff</li> </ul>
<b>JOB REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• M.A. or M.S in psychology or related field plus minimum 1 year experience in mental health <ul style="list-style-type: none"> <li>○ Qualifications may include increased years of experience in collaboration with continuing education towards graduate level education in health administration, psychology, nursing, social work or related fields</li> </ul> </li> <li>• Current CPR certification</li> <li>• ProAct Certification (provided by the facility within first 90 days of employment)</li> </ul>

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- Leadership or supervisory experience preferred
  - Interest in Crisis Intervention Training Certification and ongoing education related (ProACT facilitator certification)

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*Specific Job Duties will be reviewed upon hire and at minimum annually thereafter. (See Attached Job Duties)*

I understand the clearly defined goals of my position as outlined above. I also recognize that the facility reserves the right to modify the duties or requirements of my position at any time.

\_\_\_\_\_  
Employee Signature

DATE \_\_\_\_\_

### **MHRS Relevant Responsibilities**

- Crisis Intervention including follow up documentation (daily program note, incident report, debriefing)
- Active member of the overall progress of client caseload including implementing daily interventions, communicating barriers and working with client on a daily basis to promote increased quality of life and community reintegration
- Attend Program Management meetings
- Participate in Treatment Team meetings
- Provide at least 2 hours per quarter of in-services to direct care staff
- Oversee program components and provide assigned areas of orientation training
- Monitor integrity of charts (storing of, HIPAA etc)
- Ensure the integrity of Group / Activity Schedule is adhered to and updated as necessary
- Oversee the daily shift schedule and ensure overall compliance
- Complete daily, weekly, monthly, quarterly documentation with appropriate content and in timely manner
- Assists with client compliance related to care plans and behavioral interventions
- Assist client in preparation for out of facility passes, activities of daily living, medication compliance importance etc.
- Decision Making and Problem Solving capabilities with respect to client sanctions and privileges on a daily basis
- Provide excellent customer service to clients and stakeholders daily
- Admission paperwork and communicating risk factors to team
- Paperwork completed and timely
- Oversee staff completion of day to day activities for clients such as:
  - Monitoring meals / Diet compliance*
  - Medication compliance*
  - Self care*
  - Vitals / Temperature*
  - Mouth Checks*
  - Daily check in with clients*
  - Smoke Break Monitoring / Fresh Air Break Monitoring*
  - Assigns hallway Monitors as appropriate for ensuring medical stabilization and safety*
  - Town Walks*
  - Vocational Activities*
- Assist with monitoring of clients via hourly, Q15, 1:1
- Assist with communication related to client care (shift change reports, 24 hour logs etc)
- Initiate UDS administration, contraband search and communicate findings to nurse and director as necessary
- Facilitates psychosocial groups weekly, development of lesson plans as necessary
- Follow Title IX and CARF standards with direct supervision and as outlined and trained by program and nursing leads
- Play role in maintaining integrity of facility grounds and report problems to appropriate departments

- Complete or oversee:

*Completion of documentation*

*Grievances of Clients*

*Banking of Clients*

*Accommodations Client*

*Disciplinary actions staff*

*Counseling staff*

*Participate in the training of emergency preparedness as directed by PD*