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**REHABILITATION  
COUNSELOR (RC)**

<b>DESCRIPTION</b>	The Rehabilitation Counselor will serve as direct care staff and will ensure client safety daily. The RC will be proficient in all competencies required of direct care positions, however, is expected to perform at superior level specifically related to crisis intervention, client care for managing and supporting difficult to work with clients. This direct care staff position is under direct management supervision at all times and is responsible to follow through with tasks as trained and as assigned. The RC will be in continual conversation with supervisors regarding client care, behavioral stabilization as well as communicate regularly with other members of multidisciplinary team.
<b>KEY/FLEX</b>	Unlicensed staff providing direct client care is key positions as defined by Title IX regulations. The position of RC is at the discretion of ASTCI. This position has been identified as key in facilities 2010/11 budget.
<b>DEPARTMENT:</b>	Starting Point
<b>JOB SUMMARY:</b>	<p>Under the direct supervision of Starting Point Director and the RC position ensures the safety of the milieu by monitoring and observing clients daily, and reporting changes /behaviors to supervisors and management daily.</p> <p>Additional responsibilities include: documentation related to daily care, strong teamwork, adherence to treatment interventions, and policies and procedures as outlined by TAY PD and assisting and observing clients in relation to daily needs. As outlined in specific duties, the RC is expected to complete daily duties at an exemplary level and take on additional duties as assigned by management staff. 95% of his/her duties include direct client care.</p>
<b>QUALITY</b>	<ul style="list-style-type: none"> <li>• Monitors the safety and security of the treatment environment and takes necessary action for client safety</li> <li>• Reports changes in client physical conditions / behaviors</li> <li>• Ensures resolution of client complaints when unresolved at lower levels</li> <li>• Participates in department and facility performance improvement activities</li> <li>• Implements actions prescribed by PD that are necessary to correct deviations from established standards of documentation and daily care (incident reports, plans of correction, documentation deficiencies, etc)</li> <li>• Provides care in full compliance with all regulatory requirements including facility policies and procedures and professional standards as well as Title IX and CARF</li> </ul>

<p><b>CLINICAL PRACTICE</b></p>	<p>regulations</p> <ul style="list-style-type: none"> <li>• Promotes a collaborative model of client care by facilitating communication with nursing and program staff in daily operations.</li> <li>• Ensures the model of client care promoted by facility is upheld</li> <li>• Participates and assists in the daily tasks associated with client care</li> <li>• Participates and assists in the daily tasks associated with admissions and discharge</li> <li>• Monitors client progress based on the treatment plan</li> <li>• Responds promptly in emergency situations to meet client needs</li> <li>• Treats clients with dignity and respect</li> <li>• Responds promptly to client needs and requests</li> </ul>
<p><b>DOCUMENTATION</b></p>	<ul style="list-style-type: none"> <li>• Completes accurate and detailed records of all care provided</li> <li>• Ensures charting that is legible, dated and timed</li> <li>• Adheres to facility documentation policies in regard to daily, weekly summaries, behavioral descriptions, late entries and charting errors</li> <li>• Ensures completion of timely daily and weekly summaries of client progress as assigned</li> <li>• Completes incident reports as witnessed and follows up with nursing and program management for supervision and review</li> </ul>
<p><b>INCIDENTS</b></p>	<ul style="list-style-type: none"> <li>• Participates in PROACT seclusions and restraints</li> <li>• Takes part in debriefing where necessary</li> <li>• Completes necessary incident reporting paperwork and follow-up</li> </ul>
<p><b>TRAINING</b></p>	<ul style="list-style-type: none"> <li>• Must attend at least 52 hours of in-service training. Training must include the following topics as outlined in Title IX &amp; CARF:</li> </ul> <p>ProAct, Reporting &amp; Documentation, Mental Health Education, Emergency Preparedness, Corporate Compliance and Facility / Professional Standards, Cultural Competency, Policies and Procedures, Workplace Safety: Personal Protective Equipment, Preventing Violence in the Workplace, Accident Prevention &amp; Facility Safety Measures, Infection Control, Conflict Resolution, Confidentiality of Client Information &amp; HIPPA, Interpersonal Relationships &amp; Communication Skills, Client Rights and Client Privacy, Preservation of Client Dignity, Use of Unlicensed Staff, Sexual Education, Principles and Practices of Psychosocial Rehabilitation &amp; Community Support – Self-Help, Peer Support &amp; Family Involvement <i>Relevant school coursework completed during calendar year may compensate for specific topics throughout the year</i></p>

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**JOB  
REQUIREMENTS**

- B.A. or B.S. minimum in psychology or related field
- Current CPR certification
- ProAct Certification (provided by the facility within first 90 days of employment)
- Experience in mental health preferred
- Experience in Axis II, Adolescent Mental Health Treatment preferred
- Clean Driving record preferred

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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.

DATE \_\_\_\_\_

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

### **Rehabilitation Counselor Relevant Responsibilities**

- Complete daily, weekly, monthly documentation with appropriate content and in timely manner
- Assists with client compliance related to care plans and behavioral interventions
- Complete appropriate documentation related to Incidents
- Assist client in preparation for out of facility passes, activities of daily living, medication compliance importance etc.
- Participate in debriefings as necessary
- Provide excellent customer service to clients and stakeholders daily
- Assist with admission process
  - o Admission paperwork and communicating risk factors to team
- Assist with discharge process
  - o Paperwork completed and timely
  - o Assist client with discharge
- Coordinate and participate in day to day activities for clients such as:
  - o Monitoring meals / Diet compliance
  - o Self Care/Hygiene
  - o Medication compliance
  - o Vitals / Temperature
  - o Weights
  - o Mouth Checks
  - o Daily check in with clients
  - o Smoke Break Monitoring
  - o Documentation related to day to day activities
  - o Groups / activity facilitation and client participation
  - o Contraband Searches
  - o Inventory Updates
- Assist with client outings as necessary
- 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 program leads
- Play role in maintaining integrity of facility grounds and report problems to appropriate departments
- Assist with direct care staff training related to facility policy, procedure and pertinent information related to job duties
- Attend Trainings as outlined by supervisors
- Audit charts and report findings to manager
- Assist in crisis de-escalation as required
- Follow Title IX and CARF standards with direct supervision and as outlined and trained by program and nursing leads
- Driving for off grounds outings and appointments

ALPINE SPECIAL TREATMENT CENTER INC.