

# PUTNAM FAMILY AND COMMUNITY SERVICES

Job Description

## REHABILITATION SPECIALIST/PEER

### **Position Summary**

The Rehabilitation Specialist/Peer provides rehabilitation and support services and oversees and coordinates rehabilitation readiness activities and services to people with psychiatric disabilities. Additionally, the Rehabilitation Specialist/Peer works in partnership with the PROSper team and consumers to facilitate engagement, communication, person centered planning, self- advocacy and empowerment.

### **Responsibilities:**

- Liaisons with community resources, especially those concerning peer-run services and advocacy (e.g. Mental Health Association (MHA), New York Association for Psychosocial Rehabilitation Services (NYAPRS));
- When appropriate, shares personal experience in the mental health system with program participants to model principles of recovery and wellness.
- Assists program consumers with developing Advance Directives, WRAP, Etc.;
- Meets with new or disengaged individuals to facilitate engagement in treatment.
- Provides individual and group counseling and case management on site, at satellite sites, in the field or in the home;
- Participates in interdisciplinary team rounds and conferences;
- Refers consumers to ancillary services;
- Assists with program crises.
- Provides consultation and advocacy for individuals in inpatient, residential and independent living situations, including on-site visits and discharge meetings as needed;
- Accompanies clients to offsite activities (drives agency vehicles);
- Maintains records in an accurate and timely manner in accordance with regulations;
- Collects and synthesizes data for use in problem solving in order to assess and address a client's needs;
- Maintains and disseminates information on community resources, particularly public benefits and entitlements;

In addition, the below responsibilities may be required;

- Represents the program at Single Point Of Access (SPOA) meetings;

### **General responsibilities:**

- Attends workshops, conferences and staff development training seminars on current practices as directed by the Executive Director or supervisor to acquire continuing education in the appropriate field; implements what has been learned;
- Maintains cooperative relationships with all referents and community resources
- Undertakes related duties as assigned;

**Administrative Relationship**

The Rehabilitation Specialist/Peer reports directly to the Program Coordinator or designee for supervision and collaborates with other staff. Additionally, meets with Peer Support Group in agency as directed.

**Qualifications**

High School Degree or equivalent required; some college/bachelor’s degree and peer advocacy training and/or some experience working in the mental health field preferred. Lived experience in navigating mental health/substance abuse services and ability to model principles of recovery and wellness are required. Applicant must be able to draw on his/her own personal experience while being able to transcend own personal events to articulate the experience of the served individual. Must have basic computer literacy and excellent verbal and written skills. Valid driver’s license required and use of own car may be needed,

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; climb two step ladder, use hands to handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 5 pounds and occasionally lift and/or move up to 10 pounds.

**Job Description Acknowledgement Form:**

I have received, reviewed and fully understand the job description above for position of Rehabilitation Specialist/Peer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

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

Supervisor Name \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_