

Mental Health Association in Orange County, Inc.



PSYCHOSOCIAL REHABILITATION SPECIALIST - BILINGUAL JOB POSTING

- I. Title:** Psychosocial Rehabilitation (PSR) Specialist
- II. Reports to:** Hudson House Program Supervisor for all Hudson House (HH) duties
AND
Home and Community Based Services Manager (HCBS) for all Home and Community Based Services (HCBS) duties.
- III. Job Objectives:**
- Work as integrated team member at HH in all functions of the HH and HCBS Programs.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange standards.
- IV. Qualifications:**
- Bachelor's Degree in related field
OR
High School Diploma or equivalent with 1 to 3 years of relevant experience working with individuals with Serious Mental Illness (SMI) and/or Substance Use Disorder (SUD).
 - Bilingual – English / Spanish required.
 - Ability to work independently with minimal direct supervision.
 - Effective written and oral communication skills.
 - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
 - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
 - Valid Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
 - Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.

V. Hudson House Program Responsibilities:

- Facilitate daily scheduled rehabilitative groups and activities.
- Provide individual service planning and rehabilitation counseling for Hudson House members on the caseload.
- Oversee all Child and Adult Care Food Program (CACFP) functions such as:
 - Planning menus following CACFP guidelines
 - Meal Counts
 - Ordering food from vendor in a cost effective manner
 - Food production
 - Record Keeping
- Assist with maintaining all Hudson House forms such as:
 - Transportation logs
 - Sign in / Sign out sheets for meals
 - Attendance Records
- Actively promote and facilitate program participant's wellness and recovery.
- Complete all required program paperwork in an accurate, thorough and timely manner.
- Transport members by either driving agency vehicle or utilizing own vehicle as needed.
- Manage caseload to maximize units of service.
- Assume necessary job responsibilities of other Hudson House staff as needed.

VI. HCBS Responsibilities:

- As part of a program participants centered plan of care, provide and document the following types of support to the individuals in the HCBS program:
 - Screening/intake/assessment: Analyze and interpret program participant's functional level; assess program participant's independent living skills; assess current environment problems and community support and determine program participant's eligibility for services.
 - Planning and treatment: Develop service/treatment plans; conduct individual and group meetings; develop skills training programs; interact with program participants and families; teach independent living skills and provide encouragement and advice on methods for maintaining appropriate behavior; develop community support; manage at-risk behavior and performs crisis intervention.
 - Case management: Visit program participants and collateral contacts to observe program participant

- services; ensure program participants access to services; advocate for program participants rights; ensure least restrictive environment and treatment alternatives; support program participants/family in achieving rehabilitative goals; monitor medication compliance.
- Consultation and training: With guidance and support from HCBS Manager, assist with training paraprofessionals to ensure implementation of programs and treatment plans; consult and train in specific psychosocial and living skills, intervention, and rehabilitative methods with parents, staff, and service providers.
 - Provide data entry into Foothold Technology for HCBS and HH

VI. Other Duties:

- Hudson House Staff responsible for 1 day of Helpline coverage weekly.
- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

VII. Terms of Employment/Benefits:

- Non Exempt.
- Forty (40) hours per week (Flexible to cover program needs)
- Paid holidays, vacation, personal and sick leave according to MHA policy

**Please send letter of intent and resume to:
Michelle Roe
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73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665
or email to mroe@mhaorangeny.com**