

# Garrett County Lighthouse, Inc.

## Rehabilitation Assistant – RCS/Respite

**Classification: Hourly Position**

**Reports to: Rehabilitation Coordinator, Director of Residential Rehabilitation and Crisis Services, Executive Director**

**Date Adopted: May 25, 2022**

### *Job Description*

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#### **Summary/Objective:**

The Rehabilitation Assistant provides services and support to individuals to develop and enhance community and independent living skills. Instructs, assists, and monitors clients in accordance with treatment plans. Assists in providing a safe and therapeutic environment. Under close supervision, participates in the assessment, intervention, planning and re-evaluation of client's needs based on behaviors.

#### **Competencies**

- Good quality customer service, public relations, active listening skills, and telephone skills.
- Ability to ethically relate to individuals with severe, persistent psychiatric disabilities and addictions disorders.
- Ability to demonstrate knowledge of behavioral health services within the public mental health system.
- Capacity for effective advocacy and coordination with various community agencies.
- Ability to develop and maintain working relationships with other employees, community, families, and other professionals.
- Aptitude for working under supervision as well as independently in order to improve job performance, work ethics, and overall efficiency.
- Knowledge of HIPAA and confidentiality laws pertaining to the access and release of Protected Health Information.
- Knowledge of COMAR and CARF standards.
- Capacity for effectively managing crisis situations and somatic/psychiatric emergencies.
- Ability to drive safely and maintain a clean driving record with either the DMV or MVA.
- Basic knowledge of computer programs
- Practical knowledge of CPR and First Aid.

#### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides direct services to individuals with severe, persistent psychiatric disabilities and /or co-occurring disorders in order to assist clients with working toward person-centered rehabilitation goals.
- Provides medication monitoring and reports health concerns to supervising personnel.
- Monitor and document contact with clients and the clients' daily progress.
- Develop and write the Individual Treatment Rehabilitation Plans (ITRP) with the client based on assessment of needs and individual choice.

- Establishment of person-centered goals that are measurable and attainable while also measuring outcomes as related to the services delivered.
- Provides crisis intervention/ relapse prevention
- Provides safe and efficient transportation.
- Uses active listening techniques to provide supportive recovery services.
- Provides appropriate documentation on service delivery for billing, quality assurance initiatives, and record completeness.
- Ensures quality of service by adhering to the Garrett County Lighthouse, Inc. policies and procedures.
- Maintains vehicle logbook, repairs, regular maintenance and notifies the Director of Residential Rehabilitation and Crisis Services. Ensure prompt verbal/written report of a vehicle accident.
- Responsible for the timeliness completion and submission of Fire Drill Quarterly Reports, 30 Day Maintenance Check Sheet, Client Money Records, and Supply List.
- Actively participates in continuing education and training for professional growth.
- Replace or assist other workers as needed or directed to ensure the facility is not left unaccompanied by staff.
- All other duties as assigned

### **Supervisory Responsibility**

This position has no direct supervisory responsibilities.

### **Expected Hours of Work**

This is a 40 hour per week hourly position that is required to work all shifts within the 24-hour facility.

### **Required/Preferred Education and Experience**

- This position requires a High School diploma or equivalent. BA/BS in mental health/human services and/or related area preferred.
- Must possess a current, valid driver's license and a clear driving record with the DMV/MVA. Driving record must remain clear and proof is to be updated annually.
- Criminal background check required.
- Work requires orientation period to obtain sufficient familiarity with behavioral rehabilitation methods, procedures and techniques, Program policies and procedures, and specific patient population.
- Working knowledge of Microsoft Office, ability to navigate through applications and utilize keyboard to input required documentation into electronic health record.
- Good organizational, communication and time management skills.
- Ability to establish rapport and to assist client to identify his or her own needs (i.e., self-care skills, social skills, independent living skills, medication management, health- mental and somatic, entitlements, and vocational) to establish appropriate rehabilitation goals and to provide internal and/or community referrals when necessary.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Garrett County Lighthouse, Inc. reserves the right to change or reassign duties or combine positions at any time.

### **EEO Statement:**

Garrett County Lighthouse, Inc. is an equal opportunity employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics, retaliation or any other category protected under applicable law.

**Signature:**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

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