

## Recovery Ways Idaho

<b>JOB TITLE:</b>	<b>Community Based Rehabilitation Specialist – Case Manager</b>
<b>BEGINNING SALARY:</b>	DOE
<b>IMMEDIATE SUPERVISOR AND TRAINER:</b>	CBRS/CM Program Supervisor
<b>DATE OF JOB DESCRIPTION REVISION:</b>	March 22, 2023
<b>WORK SCHEDULE:</b>	Part Time and/or Full Time Up to 40 hours per week M-F 8-5 and weekends. This position will usually require time beyond the normal working day to adequately meet job demands.
<b>DOL STATUS:</b>	Non- Exempt
<b>JOB SUMMARY:</b>	The CBRS - CM Specialist is responsible for providing skill training to each client in a professional and efficient manner.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Provides community-based rehabilitation services (CBRS) skills training and case management (CM) services to individuals with a diagnosis of a serious and persistent mental illness and/or serious emotional disturbance.
- Responsible for the design, implementation and delivery of CBRS and CM on an individual basis.
- Provides the delivery of appropriate skill training and interventions.
- Links, consults, and coordinates resources and supports for the client.
- Review psychological, medical, social, and other intake information on all individuals accepted into CBRS services or CM services.
- Utilizes information contained in the client's electronic medical record to develop individual program plans.
- Develops individualized service and task plans that identify specific objectives, goals, time frames and methods of therapies.
- Provides orientation to individuals on scope of services offered.
- Administer age-appropriate testing and assessments. Analyze results and findings to determine appropriate service objectives and goals.

- Maintain documentation of interventions, therapies and progress towards reaching objectives and assure that the individual's files are maintained. Complete all progress notes immediately after or during a CBRS session.
- Fill out weekly billing sheet and submit before midnight each Saturday.
- Utilize the electronic medical record to record services rendered and update the client's record on an as needed basis.
- Complete review of individual progress every 90/180/270 days for CBRS and every 180 days for CM services. Will complete annual reassessment and service plan renewals.
- Participate in clinical supervision to evaluate, develop, and monitor treatment plan and interventions for one hour each week or as needed.
- Provide crisis support and interventions for client. Will participate in the rotating on-call crisis system. Will coordinate with other CBRS Specialists and supervisor to cover their on-call scheduled week in the event they cannot fulfill the duties during the week scheduled.
- Collaborate with medical professionals, care providers, parents, and other individuals as identified in the individual's service plan.
- Bill for all services provided as authorized by the client service plan. Billing will be for services actually provided.
- Those who do not hold a license in social work or a license in other fields of practice in the mental health field must maintain compliance with Idaho rules and regulations pertaining to acquiring and maintaining the USPRA's CPRP certification for adults and/or children.
- Complete 45 continuing education units required for taking the USPRA CPRP examination. Complete 20 continuing education units annually thereafter. Attend workshops, continuing education sessions, and conferences on behalf of RWI.
- Maintain safety of client's and assure vehicles are maintained in a clean and safe manner.
- Attend and actively participate in staff meetings and other meetings as required.
- Maintain regular contact with referral sources and solicit input as to satisfaction with services provided.
- Participate in marketing events sponsored by or held for RWI.
- Maintain in good working order any equipment issued by RWI including but not limited to company issued cell phones, thumb drives, and computers.
- Adhere to all standards, ethical codes, policies and procedures of RWI.
- Maintain client confidentiality and HIPAA requirements at all times.
- Make work fun.
- Other duties as assigned.

**JOB QUALIFICATIONS:**

### **Education and Experience**

- Graduation from an accredited four (4) year college or university with a Bachelor's Degree or higher in a health or human services field.
- Proof of transcripts
- Each applicant must be educationally prepared in the core competencies of psychiatric rehabilitation and successfully completed 45 continuing education hours related to the seven domains outlined by USPRA within timeline stated in IDAPA.

### **Key Competencies**

- Current Driver's License with no restrictions.
- Ability to operate a motor vehicle in a safe and secure manner on a daily basis both with and without clients in the motor vehicle.
- Strong verbal and written communication skills.
- Ability to win the confidence and respect of people in general
- Ability to have a positive working relationship as a team member, with co-workers, supervisors, person served, and members of the community.
- Emotional maturity, good judgment, integrity, flexibility, patience, resourcefulness, ability to relate to people, self-confidence, and generate liking for people.
- Ability to work flexible hours.
- Information management, organizing and planning skills, attention to detail, ability to take initiative
- Reliability
- Stress tolerance

### **Physical & Environmental Demands**

- Able to sit for 1/3 – 2/3 of time; stand up to 1/3 of time; walk short distances; use of hands and/or fingers to handle, or feel more than 2/3 of time. Light physical requirements exerting up to 10 pounds of force to lift items occasionally; able to tolerate inside environmental conditions and moderate noise level (ie. Business office and light traffic).
- Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed above.

Must be able to successfully pass of a criminal history and background check through the Department of Health and Welfare and be able to pass a pre-employment drug test.

**PERSONNEL POLICIES:** As a condition of employment, all employees are expected to abide by all the rules of conduct and other standards established by Recovery Ways Idaho (RWI). The Employee Handbook outlines many of these standards. It is the

employee's responsibility to become familiar with the standards, both as they exist on the date of hire and as they may evolve and change.

**STATEMENT OF AT WILL EMPLOYMENT:** I understand that neither the employment application nor any written personnel procedure, manual, or employee handbook is an express or implied contract of permanent employment. I further understand that my relationship with RWI is "at will" and for an unspecified term and that RWI and I each have the right to terminate the employment relationship at any time, with or without cause or advance notice.

My signature affixed below attests to the fact that I have read, understood and agree to the terms of my job as set forth in this job description. I further understand that this job description may be revised.

\_\_\_\_\_  
Employee Signature                      Print                      Date

\_\_\_\_\_  
Witness Signature                      Print                      Date