

Division:	Outpatient Services-Mental Health
Program Name:	Peer/Psychosocial Rehabilitation Program
Job Title:	Growth Coordinator
Job Code:	SST012
Reports To:	Peer/PSR Leader and/or Site Supervisor

Employment Relationship <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	EEO-4 Category Professionals	FLSA Overtime Exemption <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
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Responsibilities

Pathways Center's mental health adult day services includes both Peer Support and Psychosocial Rehabilitation (PSR-G). Both services are designed to help adult persons with psychiatric disabilities/disorders or other behavioral health needs to optimize their personal, social, and vocational competency in order to live successfully in the community. Participation is determined by the needs of the person served and the person served is an active partner in all aspects of programming.

The programs are designed for persons age eighteen years and older and who have severe and persistent mental illness and/or co-occurring disabilities. The program provides structured activities within a MH Peer Support and/or PSR-G program that promotes socialization, recovery, wellness, self-advocacy, development of natural supports, and maintenance of community living skills.

The responsibilities for the individual in this role will include but not be limited to the following:

- Assist the CPRP or CPS with the implementation of evidenced based practices
- Participates in team staffing meetings and provides staff with operation update for Peer and PSR groups, new developments, referrals received, and upcoming events or outings.
- Develops reporting tools to reflect referrals, active and inactive client participation, and tracks recruitment efforts for the program.
- Documentation within required time frames to reflect interventions and the clients progress towards his/her goals
- Transports clients to and from the program as needed
- Assist with facilitating groups and community outings
- Assist the CPRP, CPS, or Case Manager in development of daily lesson plans to teach socialization, problem solving and coping skills; Illness and medication self-management; prevocational skills and self advocacy; and recreational activities/leisure skills that improve self-esteem and recovery
- Attends clinical supervision and professional development opportunities as applicable
- Develop and implement recruitment technics for continued growth of the Peer/PSR programs.
- Actively engages internal and external stakeholders to recruit new referrals.
- Thoroughly reviews program guidelines, criteria, and scope of services with clients and their families to ensure their understanding of services.
- Completes timely progress reports that show client attendance, marketing and recruitment efforts, clients enrolled or discharged.

Minimum Qualifications

- Minimum of at least 1 year experience working in a social services related field
- Ability to work within an electronic health record
- Bachelor's degree in social services or in a related field
- Experience with computer software: Word Documents, Excel Spread Sheets, etc
- A valid driver's license with a clean driving record.

Preferred Qualifications

- Experience working within a day treatment setting; At least two years of supervisory experience working in the behavioral healthcare
- Certified as a Psychosocial Rehabilitation Practitioner (CPRP)
- Two years of supervisory experience in the field of behavioral healthcare/social services

Employee Signature	
Employee Print Name	
Date	

