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**PRP DIRECT CARE STAFF JOB DESCRIPTION**

**TITLE:** Direct Care Staff

**PROGRAM:** Psychiatric Rehabilitation Program

**REPORTS TO:** Supervisor/Program Director/Executive Team

**HOURS:** 5 - 40 hours per week

**SALARY:** Contingent upon Experience

**BASIC FUNCTION:** Engage clients and their families as necessary; Providing rehabilitation services designed to meet the individualized needs of each client; Perform rehabilitation activities in the SFS’ facility, in clients’ homes, and in the community; Timely preparing all required paperwork as requested by SFS during the pendency of the agreement including contact notes, Individual Rehabilitation Plans; Transition Summaries, Monthly documented contact with client’s therapist, and Discharge Summaries;

Develop client specific, culturally appropriate intervention strategies including goal setting, planning, and decision-making; Outlining and coordinating client’s treatment;

**DUTIES AND RESPONSIBILITIES**

**TASKS**

* Attend all PRP Training Orientation.
* Complete Pathwright and setup Dropbox by the end of Orientation.
* Respond to emails and phone calls.
* Complete required job trainings on site and/or off site.
* Provide Human Resources documents when requested.
* Attend all mandatory Synergy or PRP Program meetings.
* Attend weekly supervision with your Rehabilitation Specialist Supervisor the first month of employment and after that attend every other week.
* Meet with children 4 times a month (3 times off site and 1 on site) and adults 4 to 7 times a month (3-6 times off site and 1 on site); utilize your assigned Family Support Worker as needed.
* Complete Contact notes.
* Complete Individual Rehabilitation Plans, sign and obtain signatures.
* Complete Transition Summaries, sign and obtain signatures.
* Complete Monthly Summaries for the previous month and it MUST include collaboration with therapists including dates.
* Hold or attend monthly onsite sessions at least once a month, sign onsite binder and document on site session in contact note.
* Maintain up to date memo section in Synergy’s Electronic Health Record’s System with all collateral contacts starting phrase with “PRP” (i.e. phone calls, messages, intakes, updated information, etc.).
* Connect their clients to community resources and document in contact note and memo section.
* Submit weekly billing summaries weekly unless approved by supervisor to be excused from this.
* Complete corrections to documentation requested by Rehabilitation Specialist. Your Rehabilitation Specialist is expected to cc the PRP Program Director and the Executive Team on emails regarding late, missing, incomplete, or inaccurate documentation.
* Submit Invoices for the previous month to your Rehabilitation Specialist. Only visits with completed and signed contact notes or documentation will be approved by your Rehabilitation Specialist. If your Rehabilitation Specialist is awaiting documentation, contact notes or signatures your check may be held.
* Complete the Discharge process and proper documentation, including the Transition Summary for discharge.

**SKILLS AND ABILITIES:** Active Listening, Social Perceptiveness, Critical Thinking, Speaking, Reading Comprehension, Writing, Active Learning, Coordination, Judgment and Decision Making, Service Orientation, Computer Skills, Microsoft Office (Word and Excel), Oral Comprehension, Oral Expression, Speech Clarity, Inductive Reasoning, Problem Sensitivity, Speech Recognition, Deductive Reasoning, Selective Attention, Written Expression

**WORK ACTIVITIES:** Establishing and Maintaining Interpersonal Relationships; Getting Information; Assisting and Caring for Others; Communicating with Supervisors, Peers, or Subordinates; Performing for or Working Directly with the Public; Documenting/Recording Information; Judging the Qualities of Things, Services, or People; Making Decisions and Solving Problems; Communicating with Persons Outside Organization; Identifying Objects, Actions, and Events

**QUALIFICATION CRITERIA**

**EDUCATION:** Bachelor degree in a related field, associate degree in a relation field or at least 60 credit hours of college credit towards a bachelor degree in a related field

**EXPERIENCE:** At least 2 years experience in a supervised mental health setting or at least 2 years of paid work experience serving children and adolescents

By Signing this, I acknowledge that I have read and received a copy of the above job description for Synergy Family Services, Inc.

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**Staff Signature Date**

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**SFS Staff Signature Date**