

CROSSROADS COMMUNITY, INC.
JOB DESCRIPTION

TITLE: Rehabilitation Associate

REPORTS TO: County Manager

FLSA STATUS: Part Time, Non-exempt

EDUCATION & EXPERIENCE REQUIREMENTS: High School diploma and clean driving record required.

SCHEDULE: 24 hours per week with flexibility to meet program needs.

POSITION SUMMARY: This position combines supporting consumers in their recovery by assisting with goal achievement, providing transportation and support for consumers by acting as liaison for appointments, and driving agency vehicles to transport consumers to and from the day program approximately two days per week.

REQUIREMENTS:

- Interpersonal skill sufficient to successfully interact with consumers, staff and other service providers.
- Knowledge and understanding of mental illness and the role of psychiatric rehabilitation.
- Valid driver's license and clean driving record to support insurability by the agency's insurance carrier.
- Ability to safely drive a variety of types of vehicles, including 15-passenger vans.
- Read, write, and speak English well enough to communicate with others and maintain documentation and perform other record keeping tasks in accordance with agency and accreditation standards.
- Pass the agency's background check.
- Work related use of a vehicle carrying minimum of 100/300/50 liability insurance.

ESSENTIAL DUTIES:

Safely transport consumers to and from the day program and to appointments as scheduled.

Support and advocate for consumers with other service providers.

Assist with teaching skills to support recovery and achievement of goals.

ADDITIONAL DUTIES & RESPONSIBILITIES – SPECIFIC TO POSITION

- Complete required documents pertaining to consumer appointments for the consumers' medical records.
- Document services delivered according to agency policy and regulatory and accreditation standards.
- Assume responsibility for a healthy and safe environment.

DUTIES & RESPONSIBILITIES – GENERAL

Self Management:

- Exemplify Crossroads' mission, vision, values, code of ethics and organizational culture.
- Follow all agency and program policies and procedures.
- Demonstrate professionalism, flexibility, patience, empathy and tenacity.
- Demonstrate ability to set limits and observe professional boundaries.

- Comply with Crossroads' Confidentiality Policy and HIPAA requirements regarding access to consumers' Protected Health Information.
- Manage time effectively.
- Demonstrate self-awareness in meeting job responsibilities, managing stress and recognizing limits of own ability.
- Role model positive behaviors.
- Complete required trainings & maintain certifications, licenses, credentialing and privileging standards.
- Attend additional training required or recommended by CCI to increase education and skills.
- Prepare for and participate in supervisory, staff, and team meetings.
- Support the achievement of agency and program outcomes.
- Use and maintain agency supplies and equipment responsibly.
- Maintain a professional workspace.
- Employ crisis management and de-escalation techniques according to agency policy and guidelines.

Working Relationships

- Build positive working relationships.
- Demonstrate effective verbal and written communication skills.
- Employ constructive problem-solving techniques.
- Communicate relevant information, issues and concerns to supervisor.
- Facilitate and maintain communication with other areas of the organization.

OTHER:

- Perform other duties as assigned.

CCI RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THAT CCI DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS AT-WILL.* AN EMPLOYEE MUST BE ABLE TO PERFORM THE ESSENTIAL JOB DUTIES OF THIS POSITION, WITH OR WITHOUT REASONABLE ACCOMMODATION.

By signing below, I am indicating that I have received a copy of this job description and that I have read the job description.

Employee Name (print): _____

Employee Signature: _____ Date: _____