

PSYCHIATRIC REHABILITATION PROGRAM TEAM LEADER

QUALIFICATIONS:

1. Personal stability, flexibility, energy, and commitment to working with people recovering from severe mental illness
2. Current CPR and First Aid certification;
3. Valid full driver's license with a safe driving record.
4. Excellent verbal and written communication skills.
5. Formal training at a master's degree level in human services and/or at least five years' experience working with people recovering from severe mental illness.
6. A CRC or CPRP certification is preferred.
7. Two years of supervisory experience.

DUTIES:

1. Oversee upkeep of assigned facilities; ensure that Health & Safety standards are met and that a safe environment is provided for staff and clients.
2. Assume responsibility for the recruiting, developing, scheduling, training, and day-to-day supervision of staff.
3. Ensure team is providing quality services using evidenced based practices.
4. Assuring client assessment, intake, and person-centered plans, medication reviews, notes, and all other documents are completed.
5. Coordinating treatment and stabilization with internal teams and community service providers.
6. Ensure DLAs and authorizations are requested and current for client caseload.
7. Facilitate a daily team meeting to review all clients on caseload and develop workable strategies for their treatment.
8. Maintain total confidentiality and adhere to HIPAA law, CARF accreditation standards and Maryland State Regulations.
9. Meet projected revenue targets of individual program.
10. Other duties as assigned by the Psychiatric Rehabilitation Services Program Director.

NARRATIVE: The PRP Team Leader has ultimate responsibility for the effective working of the team and the successful integration of the caseload in the larger community.

AUTHORITY: Position reports to the Psychiatric Rehabilitation Services Program Director who will approve working schedule and provide evaluation. The Team Leader supervises the PRP team.

CLASSIFICATION, SALARY, AND BENEFITS:

Regular, full time, flexible schedule position; exempt from overtime.