

<b>CARROLL COUNTY BUSINESS/EMPLOYMENT RESOURCE CENTER</b> <b>JOB ORDER FORM</b>
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224 N. Center Street, Westminster, MD 21157, [carrollworks.com](http://carrollworks.com)

**\*\*Employers: BERC can only provide services for positions that are regular W-2 positions**

**JOB TITLE:** Rehabilitation Specialist

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**EMPLOYER'S NAME:** Goodwill Industries of the Chesapeake/ STEP Program

**EMPLOYER'S PRODUCT/SERVICE:** Psychiatric Rehabilitation Program

**ADDRESS:** 257 East Main Street Suite 2, Westminster, Maryland 21157

**PHONE:** (410) 848-7793 **FAX:**

**CONTACT PERSON:** Lorrene Munoz

**TITLE:** Program Manager

**EMAIL:** [lmunoz@goodwillches.org](mailto:lmunoz@goodwillches.org)

**WEBSITE:** <https://www.goodwillches.org/work/employee/>

**JOB DESCRIPTION:** JOB SUMMARY: The Rehabilitation Counselor is responsible for assessing needs, designing and implementing rehabilitation activities, and counseling individuals to maximize the independence and employability of persons coping with personal, social, and vocational difficulties that result from physical, mental, and/or social disabilities. Conducts outreach in the community to share program information and generate referrals. Develops, manages and maintains consumer caseload.  
**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Assist Program Coordinator with development of rehabilitation services.

Develop, manage and maintain an appropriate caseload

Instructs life skill class and provides 1:1 rehabilitation support.

Document in the participant's chart the rehabilitation assessment, IRP, contact notes, meetings, and monthly progress reports, including completing Direct Service Tickets.

Prepare and maintain all records and case files in compliance with applicable federal, state or accreditation standards; including, but not limited to documentation such as participant's personal and eligibility information, services provided, narratives of consumer contacts, and relevant correspondence.

Develop rehabilitation plans that fit participant's values, strengths, limitations, and goals

Monitor and record participant's progress to ensure that goals and objectives are met; adjust goals as necessary to achieve this.

Confer with participants to discuss their options and goals so that rehabilitation programs and plans for accessing needed services can be developed.

Coordinate with employment specialists, physicians, psychologists, mental health therapists, and other professionals to develop and implement rehabilitation goals.

Arrange for physical, mental, academic, vocational, and other evaluations to obtain information for assessing participant's needs and developing rehabilitation plans.

Develop and maintain relationships with community referral sources, such as therapists, schools, and community groups; including conducting outreach at other community service provider locations, health and treatment centers, workforce development programs and other community locations to share program information and generate referrals.

Locate resources to assist consumers live and work more independently

Advocate for the rights of participants to live and thrive in the community and work in the job of their choice.

**JOB REQUIREMENTS: EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree required. Bachelor's degree in Social Science, Human Services or related field preferred with one year relevant experience in social/vocational services or mental health counseling required. If Bachelor's degree is not in the preferred field of study, a two year minimum of relevant experience in social/vocational services or mental health counseling is required.

Experience in developing and writing treatment plans and developing documentation according to Medicaid standards are preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Certified Psychiatric Rehabilitation Practitioner (CPRP) preferred

Must possess a current valid driver's license and be fully insured according to Maryland law.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge, skills, physical ability and mental capacity to perform the typical duties and responsibilities include:

**Knowledge:**

- Psychology, Therapy, and Counseling

**Customer and Personal Service**

- Clerical
- Computer and Electronics

**Skills:**

- Active Listening
- Social Perceptiveness
- Monitoring
- Critical Thinking
- Coordination and Service Orientation
- Writing and Reading Comprehension
- Time Management
- Assertiveness

**Abilities:**

- Oral Comprehension and Expression
- Speech Clarity
- Written Comprehension and Expression
- Inductive and Deductive Reasoning

Work Activities:

- Organizing, Planning, and Prioritizing Work
- Assisting and Having Empathy for Others
- Establishing and Maintaining Rapport and Interpersonal Relationships
- Getting Information
- Communicating with Supervisors and Coworkers
- Communicating with Persons Outside of Organization
- Documenting/Recording Information
- Evaluating Information to Determine Compliance with Standards
- Making Decisions and Solving Problems
- Resolving Conflicts and Negotiating with Others

PHYSICAL REQUIREMENTS:

Sedentary

Lifting up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and files. Walking and standing are occasionally required. Frequently required to use hands and fingers to hold, handle and feel objects, knobs, keys and/or buttons

Travel Requirements:

Travel is defined as travel to all areas within Goodwill's territory (Cecil, Harford, Baltimore, Howard, and Anne Arundel Counties, Baltimore City and the entire Eastern Shore of Maryland). In some cases, long-distance travel, including overnights may be required but is typically planned in advance. In some cases, travel may be unplanned.

Must have access to own personal transportation for travel required

**OTHER JOB REQUIREMENTS:** Driver's License, , , , , , , , , , Background Check

**WAGES PER HOUR:** \$17.00-\$21.00

**NUMBER OF OPENINGS:** 2

**PERMANENT OR TEMPORARY EMPLOYMENT:** PERMANENT

**FULL TIME OR PART TIME:** FULL TIME

**OVERTIME:** NO

**BENEFITS:** YES

Healthcare, Dental, Vision, Tuition Reimbursement

**DAYS OF WORK:**

MONDAY 08:00am-04:30pm TUESDAY 08:00am-04:30pm WEDNESDAY 08:00am-04:30pm THURSDAY 08:00am-04:30pm FRIDAY 08:00am-04:30pm

**SHIFT:** day

**HOW TO APPLY:** <https://www.goodwillches.org/work/employee/>

**WILLING TO TRAIN:** YES

**EXPERIENCE REQUIRED:** YES

**EXPERIENCE IN MONTHS:** 12

**MINIMUM AGE:** 18

**CLOSING DATE:** 05/29/2021

*Use Only*

Posting Date 03/22/21 Follow-Up Date \_\_\_\_\_ Pull Date \_\_\_\_\_ Entered in MWE \_\_\_\_\_ Staff \_\_\_\_\_