

JOB DESCRIPTION

JOB TITLE: Vocational/Rehabilitation Counselor - Clubhouse I
Vocational/Rehabilitation Counselor - Clubhouse II
SUPERVISOR: See Organizational Chart
CREATED: 11/04/2015 **VERSION:** 1
REVISED DATE: _____ **VERSION:** ____

POSITION SUMMARY

Provides psychiatric rehabilitation services to adults with serious mental illness in an evidence-based, internationally accredited Clubhouse model program. Shares responsibilities in a generalist role for functions of the program such as employment, education, housing, unit activities, and social/fundraising events. Engages, mentors, and works side-by-side with members of the program to complete Clubhouse responsibilities and operations. Creates an environment of belonging, with a focus on member strengths, talents and interests. Assists members in developing vocational, educational, housing, and social goals and objectives. Interfaces with clinical staff regarding psychosocial and vocational objectives of members.

DUTIES PERFORMED

1. Co-coordinate, plan and participate in unit responsibilities to meet program and member needs; facilitate tasks and projects through involvement of members in meaningful work by maximizing members' skills, talents, engagement and leadership.
2. Establish meaningful relationships with members through side-by-side work to complete daily tasks; provide redirection when needed and maintain healthy boundaries. Provide vocational and educational assistance within a continuum of high and low-intensity services to help members achieve self-defined success and to remove barriers.
3. Provide assistance and guidance to members to develop and assess vocational, educational, and other personal goals; help remove barriers to success.
4. Assist and advocate for members with community service providers and processes (i.e. housing, disability benefits, medical care, etc.).
5. Present program benefits to local businesses and community groups; recruit and manage various employment sites in partnership with business representatives. Establish and maintain close and cooperative relationships with public agencies and community businesses in carrying out supportive services.
6. Co-manage multiple transitional employment sites and provide activities to support members and employers (e.g. screen and choose members for employment, provide job coaching, maintain regular communication with employers, and provide on-site job coverage as necessary).
7. Offer support, assistance, consultation, and education to employers, relevant providers, family members/caregivers, and other involved parties when necessary to adequately support members and minimize barriers. Provide general education to the community regarding program philosophy and related outcomes.
8. Monitor, evaluate, and record client progress with respect to relevant treatment goals in an accurate and timely manner. Use electronic and manual systems to document progress reports, case

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management notes, letters, faxes and phone calls; confirm coding of services rendered is ethically appropriate and results in successful billing. Input, organize and maintain detailed clinical performance data to comply with applicable government or program requirements.

9. Demonstrate fiscal responsibility by supporting agency collection policies and procedures; work proactively with payor sources to ensure payment of services; align services with payor authorizations and/or request authorization prior to provision of service.
10. Meet guidelines and program requirements for fidelity and evidence-based Clubhouse model; ensure professional performance effectively and actively promotes the Standards for Clubhouse Model of Psychiatric Rehabilitation as developed by Clubhouse International.
11. Provide training and support to new members, interns, volunteers, and other Clubhouse colleagues as necessary.
12. Plan, participate in and facilitate fundraising, social/recreational activities, and special events.
13. Manage special projects as assigned by Program Director.
14. Perform other duties as assigned.

Some positions may focus on additional responsibilities, as follows:

1. Coordinate and collaborate with the State of Colorado Division of Vocational Rehabilitation and other employment services regarding referrals, service provision, and support of member.
2. Engage members in activities of employment preparedness, job seeking and development. Teach appropriate concepts, individually or in group format, to improve skills necessary for all stages of vocational development.
3. Provide vocational assistance through various activities which may include vocational evaluations and profiles, facility-based and community-based assessments, work adjustment training, job coaching, vocational counseling, job development/placement, and ongoing support.

KNOWLEDGE/SKILLS/ABILITIES

Education/Credentials/Experience:

Vocational/Rehabilitation Counselor - Clubhouse I

REQUIRED	<ul style="list-style-type: none"> • Bachelor’s Degree in Human Services area from an accredited college or university • Valid Colorado Driver’s License with a driving record that meets agency insurability requirements as set forth for someone that must transport members of the program • Upon available funding, attend and participate in Clubhouse International training during course of employment (<i>Three-week, out of state, Clubhouse training course</i>)
PREFERRED	<ul style="list-style-type: none"> • 1 year experience working with individuals with mental health and/or substance use disorder challenges in a milieu setting • Experience performing case management • Specific skills preferred based on work unit assignment (i.e. food service, accounting, etc.) • Bilingual (English/Spanish) highly desired • Certified Psychiatric Rehabilitation Practitioner

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Vocational/Rehabilitation Counselor - Clubhouse II

REQUIRED	<ul style="list-style-type: none">• Master’s Degree in Rehabilitation Counseling or related Human Services area from an accredited college or university• 1 year experience working with individuals with mental health and/or substance use disorder challenges• Valid Colorado Driver’s License with a driving record that meets agency insurability requirements as set forth for someone that must transport members of the program• Upon available funding, attend and participate in Clubhouse International training during course of employment (<i>Three-week, out of state, Clubhouse training course</i>)
PREFERRED	<ul style="list-style-type: none">• Employment/career counseling, job sourcing and placement skills highly desired• Experience performing case management• Bilingual (English/Spanish) highly desired• Certified Psychiatric Rehabilitation Practitioner

Knowledge of:

- Mild to severe mental health and/or substance use disorders/disabilities and recovery principles.
- Professional and ethical guidelines as outlined by the State of Colorado.
- Community resources, agencies, and services.
- Motivational Interviewing process to engage clients in treatment/intervention approaches.
- Basic and routine computer programs and software.
- Basic and routine records maintenance and filing practices.
- Workplace policies and professionalism.
- Organizational structure, workflow and operating procedures.

Skills/Abilities to:

- Deconstruct projects and tasks to allow for multiple member involvement.
- Effectively and positively communicate both orally and in writing with a wide range of individuals and constituencies, including under emotionally charged and stressful situations.
- Plan, organize, time manage and prioritize multiple tasks and assignments in a dynamic environment with frequent distractions.
- Work with diverse populations and be culturally sensitive.
- Work independently and as a team member, maintain effective working relationships, and foster a positive, upbeat and cooperative work environment.
- Perform tasks with a focus on exemplary customer service.
- Maintain confidentiality.

WORKING CONDITIONS

Work primarily occurs onsite, but travel to offsite locations is required for community-based service provision and/or crisis management. Work hours can vary and flexible scheduling is required to adequately share evening, weekend, and holiday hours, as well as for fundraising/special events. Milieu engagement includes on-duty meal period.

FUNCTIONAL ATTRIBUTES

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See following table for specific physical demands, mental functions, environmental conditions, and hazards associated with this position.

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**FUNCTIONAL ATTRIBUTES – VOCATIONAL/REHABILITATION COUNSELOR – CLUBHOUSE (I OR II)
PROGRAM(S): FRONTIER HOUSE**

Frequency Key:

Seldom	1	Occasionally	2	Regularly	3	Often	4
	0-15% of the time		16-45% of the time		46-75% of the time		76-100% of the time

I. PHYSICAL DEMANDS

A. Lifting/Moving Level

1. SEDENTARY – Involves sitting most of the time, but may involve walking or standing for brief periods of time. Exertion to lift, carry, push, pull, or otherwise move objects, including the human body.

Amount of Force to Move Objects:

Rarely – Up to 10 LBS., and/or

Frequently – Negligible Amount, and/or

Constantly – Negligible Amount

Applicable: YES _____ NO X

2. LIGHT - Physical demands are in excess of those of *sedentary* work. Light work usually requires walking or standing to a significant degree.

Amount of Force to Move Objects:

Rarely – Up to 20 LBS., and/or

Frequently – Up to 10 LBS., and/or

Constantly – Negligible Amount

Applicable: YES _____ NO X

3. MEDIUM

Amount of Force to Move Objects:

Rarely – Up to 50 LBS., and/or

Frequently – Up to 20 LBS., and/or

Constantly – Up to 10 LBS.

Applicable: YES X NO _____

4. HEAVY

Amount of Force to Move Objects:

Rarely – Up to 100 LBS., and/or

Frequently – Up to 50 LBS., and/or

Constantly – Up to 20 LBS.

Applicable: YES _____ NO X

5. VERY HEAVY

Amount of Force to Move Objects:

Rarely – In excess of 100 LBS., and/or

Frequently – In excess of 50 LBS., and/or

Constantly – In excess of 20 LBS.

Applicable: YES _____ NO X

For the following sections, choose all that apply by identifying rate of occurrence for each with associated number using Frequency Key (above).

B. Fine/Gross Motor Skill Level

1. WALKING AND/OR CLIMBING – Involving traveling on foot; ascending or descending using feet and legs and/or hands and arms. Body agility is emphasized.

Frequency: 3

2. BALANCING - Maintaining body equilibrium to prevent falling on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing feats of agility.

Frequency: 2

3. STOOPING - Bending body downward and forward. Important if it occurs to a considerable degree and requires full use of lower extremities and back muscles.

Frequency: 2

4. KNEELING - Bending legs at knees to come to rest on knee(s).

Frequency: 1

5. CROUCHING - Bending body downward and forward by bending legs and spine.

Frequency: 1

6. CRAWLING - Moving about on hands and knees or hands and feet.

Frequency: 1

7. REACHING - Extending hand(s) and arm(s) in any direction.

Frequency: 3

8. HANDLING - Seizing, holding, grasping, turning, or otherwise working with hand(s). Fingers are involved only to the extent that they are an extension of the hand.

Frequency: 4

9. FINGERING - Picking, pinching, keyboarding, or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.

Frequency: 4

10. STANDING – Body in an upright, stationary position rather than sitting or moving.

Frequency: 3

**FUNCTIONAL ATTRIBUTES – VOCATIONAL/REHABILITATION COUNSELOR – CLUBHOUSE (I OR II)
PROGRAM(S): FRONTIER HOUSE**

C. Sensory Skill Level

1. TALKING - Expressing or exchanging ideas by means of the spoken word. Talking is important for activities in which workers must impart oral information to clients or the public and activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Frequency: 4

2. HEARING - Perceiving the nature of sounds. Used for those activities that require ability to receive detailed information through oral communication and to make fine discriminations in sounds, such as when making fine adjustments on running engines.

Frequency: 4

3. TASTING/SMELLING - Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors or recognizing particular flavors and/or odors using the tongue and/or nose.

Frequency: 3

4. FEELING - Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.

Frequency: 2

5. NEAR ACUITY - Clarity of vision at 20 inches or less. Use when special and minute accuracy is demanded.

Frequency: 3

6. FAR ACUITY - Clarity of vision at 20 feet or more. Use when visual efficiency in terms of far acuity is required in day and night/dark conditions.

Frequency: 3

7. DEPTH PERCEPTION - Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Frequency: 3

8. FIELD OF VISION - Observing an area that can be seen up and down or right or left while eyes are fixed on a given point. Use this factor when job performance requires seeing a large area while keeping eyes fixed.

Frequency: 3

9. COLOR VISION - Ability to identify and distinguish colors.

Frequency: 2

II. MENTAL FUNCTIONS

1. COMPARING - Judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Frequency: 4

2. COPYING - Transcribing, entering, or posting data.

Frequency: 4

3. COMPUTING - Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them.

Frequency: 4

4. COMPILING - Gathering, collating, or classifying information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the evaluation are frequently involved.

Frequency: 4

5. ANALYZING - Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.

Frequency: 4

6. COORDINATING - Determining time, place, and sequence of operations or action to be taken on the basis of analysis of data. May include prioritizing multiple responsibilities and/or accomplishing them simultaneously.

Frequency: 4

7. SYNTHESIZING - To combine or integrate data to discover facts and/or develop knowledge or creative concepts and/or interpretations.

Frequency: 3

8. NEGOTIATING - Exchanging ideas, information, and opinions with others to formulate policies and programs and/or jointly arrive at decisions, conclusions, solutions, or solve disputes.

Frequency: 3

9. COMMUNICATING - Talking with, listening to, and/or signaling people to convey or exchange information; includes giving/receiving assignments and/or directions.

Frequency: 4

10. INSTRUCTING - Teaching subject matter to others or training others through explanation, demonstration, and supervised practice; or making recommendations on the basis of technical disciplines.

Frequency: 4

11. INTERPERSONAL SKILLS/ BEHAVIORS - Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

Frequency: 4

**FUNCTIONAL ATTRIBUTES – VOCATIONAL/REHABILITATION COUNSELOR – CLUBHOUSE (I OR II)
PROGRAM(S): FRONTIER HOUSE**

III. ENVIRONMENTAL CONDITIONS & PHYSICAL SURROUNDINGS

1. STANDARD OFFICE ENVIRONMENT - Involves sitting at a desk or other workstation.

Frequency: 3

2. EXTREME COLD - Exposure to non-weather-related cold temperatures.

Frequency: 1

3. EXTREME HEAT - Exposure to non-weather-related hot temperatures.

Frequency: 1

4. WEATHER - Exposure to hot, cold, wet, humid, or windy conditions caused by the weather.

Frequency: 1

5. WET AND/OR HUMID - Contact with water or other liquids; or exposure to non-weather-related humid conditions.

Frequency: 1

6. NOISE - Exposure to constant or intermittent sounds or a pitch or level sufficient to cause marked distraction or possible hearing loss.

Frequency: 1

7. VIBRATION - Exposure to a shaking object or surface. This factor is rated important when vibration causes a strain on the body or extremities.

Frequency: 1

8. ATMOSPHERIC CONDITIONS - Exposure to conditions, such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, that affects the respiratory system, eyes, or the skin.

Frequency: 1

9. CONFINED/RESTRICTED WORKING ENVIRONMENT - Work is performed in a closed or locked facility, providing safety and security for clients, inmates, or fellow workers.

Frequency: 1

IV. HAZARDS

1. Proximity to moving, mechanical parts.

Frequency: 1

2. Working in high, exposed places.

Frequency: 1

3. Exposure to electrical shock.

Frequency: 1

4. Exposure to radiant energy.

Frequency: 1

5. Working with explosives or firearms.

Frequency: 1

6. Exposure to toxic or caustic chemicals.

Frequency: 1

7. Driving/operating a vehicle, machinery, and/or equipment.

Frequency: 3

8. Control of others, i.e., seizing, holding, controlling, and/or otherwise subduing violent, assaultive, or physically threatening persons to defend oneself or prevent injury.

Frequency: 1