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**KENNETH YOUNG CENTER
HUMAN RESOURCES**

POSITION DESCRIPTION & POSTING

**PERMANENT SUPPORTIVE HOUSING COUNSELOR –
PHILHAVEN**

Job Scope: Actively contribute as a clinician providing intensive, recovery oriented behavioral health services to persons living with mental illness and are tenants at Phil Haven. Adult Recovery Team members provide and coordinate a range of individual and group treatment services that target assessed areas of functional impairment and promote independence through the development and use of natural community supports. Treatment services are delivered at flexible times that meet consumers' needs and in settings that offer the best potential for positive outcomes.

Essential Functions: The work environment characteristics, responsibilities, and competencies described here are representative of those an employee encounters and is required to perform while meeting the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I. Responsibilities

A. Clinical Responsibilities

1. Effectively engage Phil Haven tenants in assessing their mental health needs and planning care that will optimize their abilities to live independently
2. Provide independent living skills training, brief supportive therapy, case management, community support, crisis intervention and stabilization services
3. Facilitate referrals for additional services consistent with assessed needs and consumer's desired outcomes.
4. Regularly consult with other recovery team members including vocational, psychosocial rehabilitation, Adult mentoring and psychiatry to address specific client related clinical issues and coordinate care strategies
5. Promote opportunities for tenants to build natural systems of support within the community at Phil Haven
6. Identify opportunities for tenants to engage fully in the community surrounding Phil Haven
7. Work cooperatively with the Phil Haven Building Management company to troubleshoot tenant/landlord issues and ensure continued tenancy for clients
8. Work cooperatively with other Center units/staff to maintain smooth transitions and effective continuity of care when cases are shared

B. Administrative and Performance Requirements

1. Work with Manager of Community Services to identify, plan, and coordinate provision of on-site service offerings
2. Meet productivity target estimated at 60% billable service
3. Cross train and provide coverage for other permanent supportive housing program, TLP, and Recovery Services as needed.
4. Participate in prospective tenant interviews and new tenant orientation
5. Participate in supervision as directed and seek additional clinical and program consultation as needed
6. Meet regularly with Building Management to share planning, identify health or safety concerns, and other issues pertinent to the operation of Phil Haven
7. Participate in All staff meetings, Recovery Team Meetings, and clinical staff trainings as directed by supervisor
8. Interpret and communicate, at the service delivery level, Center policies and procedures
9. Complete all clinical documentation and required reports in an accurate and timely manner
10. Meet agency quality and compliance standards

II. General Competencies

- A. Promote positive image of KYC with all contacts (customers)
- B. Exhibit high quality work
- C. Be a productive member of the staff
- D. Demonstrate cooperation
- E. Take the initiative to act on own
- F. Use excellent judgment
- G. Communicate clearly and respectfully
- H. Make use of supervision
- I. Contribute to development of a culture of care

III. Core Competencies

- A. Ability to effectively assess mental health needs and develop client driven treatment plans
- B. Effectively demonstrate initial and continued medical necessity for all care provided
- C. Ability to effectively work as a member of a multidisciplinary team and encourage building of natural community support
- D. Demonstrate the ability to consistently meet productivity and compliance requirements.

IV. Special Competencies

- A. Demonstrated knowledge of adult treatment modalities including individual and group skills training
- B. Skill in the use of motivational interviewing and engaging clients in self directed care
- C. Ability to effectively coordinate care and plan for discharge
- D. Demonstrate a working knowledge of community resources that enhance recovery.

V. Education and Experience

- A. Bachelors or Masters Degree from an accredited college or university in social work, psychology or a related discipline.
- B. 2-3 years experience working with individuals with serious mental illness
- C. 1-2 years experience working in non-traditional treatment environments i.e.in-home, residential, community settings
- D. Basic computer proficiency, knowledge of Word and Internet skills

VI. Work Environment

- A. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- B. While conducting external KYC business or traveling between sites, the employee may be exposed to fumes or airborne particles as well as changing weather and road conditions.

VII. Physical Demands

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- B. While performing the duties of this job, the employee is regularly required to talk or hear, use eyes to see and scan the environment
- C. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms; bend or stoop as necessary.
- D. Employee is occasionally required to carry, move, or transport health records or other objects weighing as much as 25lbs while conducting group and individual therapy sessions.

VIII. Travel

- A. While performing the duties of this position, the employee may have a need to travel by automobile to and from sites for supervision and as needed
- B. Employee may be exposed to changing weather and road conditions.
- C. The employee is required to travel by automobile to and from Schaumburg and Elk Grove Township office locations several times weekly as well as occasional meetings/trainings in and around KYC's catchment area.

IX. Chain of Authority

- A. Reports to Manager of Community Living Services

X. Schedule/Timekeeping

- A. Full-time, Exempt, 37.5 hours per week
- B. Must be prepared to work a flexible schedule in response to the needs of the target population served, including evening and/or Saturday hours.
- C. Time Keeping – Accurately record hours worked in the electronic timekeeping system (on a daily basis when possible) in accordance with the timekeeping policy and practice.

Kenneth Young Center is an Equal Opportunity Employer