

JOB DESCRIPTION

Job Title: Rehabilitation Management Specialist (2415)

Job Summary:

Under the direction of the Director of the Program and/or designee, the Rehabilitation Management Specialist is responsible for providing supportive and direct services to high-risk children with behavior problems and severe mental illness to successfully access their academic setting. To meet the needs of children, a flexible work schedule may be required including some evenings and weekend work.

Essential Duties:

- Adapt classroom activities, assignments and/or materials as assigned by classroom teachers to support and reinforce classroom objectives;
- Assist with the coordination of treatment including the development of specialized resources, referrals and services to ensure that each child is provided with the specialized services required to assist in their treatment intervention services over the phone or in the field to provide mental health treatment in the most severe cases;
- Assist and participate in crisis intervention services, over the phone or in the field. to provide mental health treatment to assist in child's needs;
- Assist students in group settings to successfully manage their own personal behaviors;
- Implement and monitor intensive long and short-term treatment plans to maintain current level of functioning, or improve and/or restore individual, family, school and community functioning;
- Assist with present developmental and behavioral levels in critical domain areas to develop and implement intensive behavior intervention services;
- Collect and maintain detailed student progress data, organizing data notebooks for ongoing instructional and behavioral planning and review;
- Communicate effectively with students, families, support staff, and relevant personnel to share information related to intensive behavior intervention services;
- Develop, plan, and present educational sessions aimed at providing understanding and steps necessary for behavior intervention management and treatment;
- Collaborate with program specialists, school psychologists, teachers, and behavior intervention technicians to conduct assessments, document progress on IEP goals, and monitor behavior and mental health programs;
- Devise, implement, and oversee long and short-term intensive treatment plans aimed at maintaining or enhancing individual, family, school, and community functioning;
- Counsel and consult with teacher team staff to document and report data for ongoing behavior intervention services planning and review;
- Document child's progress to maintain comprehensive medical billing records, evaluating the effectiveness of treatment plans;
- Implement instructional and behavioral plans designed by the IEP team under supervisory guidance to reinforce learning concepts;
- Implement, maintain and continue case management services of a complex caseload over extended periods of time for various levels of care using applied behavioral analysis strategies for the purpose of continuing treatment to various children ensuring the best care is provided;
- Maintain an organized daily schedule to complete reports, instructional activities, and records, preserving the history and progress of behavioral strategies;
- Manage concise case records, narratives, and data collection to evaluate ongoing behavioral and mental health treatment progress, providing information upon request;
- Manage complex cases involving children with severe behavioral and mental health challenges, tailoring mental health treatment based on individualized needs;
- Monitor child's stability in various aspects of school, home and community functioning in order to provide effective treatment plans based on individualized needs of the child;
- Monitor students during assigned periods within a variety of school environments, including both 1-on-1 embedded in-class routines to maintain a safe and positive learning environment;

- Participate in developing, implementing, and evaluating behavior intervention plans across diverse settings to support students with mental health diagnoses, developmental disabilities, and severe behavior problems;
- Act as a collaborative team member, contributing knowledge and skills to enhance the delivery of best practices;
- Provide detailed reports on children to schools, courts, or legal entities, offering pertinent mental health information;
- Offer intensive case management and rehabilitative services using applied behavior intervention strategies to support children in behavior intervention and mental stability;
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school environment;

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Skills to:

- collect and interpret relevant data regarding the implementation of intensive behavior service delivery.
- manage a complex caseload of high-need, mentally ill children.
- assist in the development, implementation, and monitoring of treatment plans for complex cases.
- evaluate, monitor, and support a child's health, medical well-being, personal, school, and community stability.
- act effectively in stressful situations.
- research and define problems, collect information, organize, and analyze materials, draw valid conclusions and formulate recommendations.
- gather information through interviews and case files.
- identify child's problems and needs and make sound recommendations regarding children's care.
- implement interventions using applied behavior analysis strategies.
- prepare case records, reports and correspondence using correct grammar, punctuation and spelling.
- develop and maintain cooperative working relationships with school district staff, agency staff, community groups and resource agencies.
- communicate and interact effectively with people of various educational and socioeconomic backgrounds in situations requiring instruction, consult, counsel.
- present oral and written reports concisely and clearly.
- write clear, concise, grammatically correct reports, records, and letters.
- maintain confidentiality of all information and materials.

Knowledge of:

- assist in the development and implementation of treatment plans.
- basic principles/techniques of interviewing, counseling, behavioral intervention, and other treatment modalities.
- techniques for evaluating and monitoring school and family situations, problems including social/emotional and health/medical issues sufficient to assist in the development and implementation of treatment plans.
- non-violent verbal and physical intervention techniques.
- Laws, rules, and regulations affecting the work of a school district, and/or mental health and public social services agency.
- evaluating and monitoring school and family situations, problems including social/emotional and health/medical issues sufficient to assist in the development and implementation of treatment plans.
- rehabilitation and case management methods and techniques.
- effective crisis intervention techniques.
- local socioeconomic conditions affecting the use of public and private community resources.
- community resources available to assist clients.
- proper English grammar, punctuation, and sentence structure.
- first-aid practices.

Ability to:

- read communication of a moderately complex nature; interpret and apply rules, regulations, and policies.
- effectively interact with students and district personnel.
- structure time effectively.
- communicate both orally and in writing with family members, support staff, school district and agency personnel.
- understand and address the needs of students with various mental health diagnoses, developmental disabilities, and severe behavior problems.
- understand and carry out oral and written instructions.
- maintain confidentiality of client records and communication.
- meet schedules and deadlines.
- supervise program implementations.
- work evenings and some weekends as needed.
- speak Spanish (desirable).
- travel in and out of county using own vehicle.

Experience Required:

- Two years of experience working with children with severe behavior and/or mental health problems.

Education Required:

- Bachelor's Degree in job related area.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response (upon hire).

Training to be provided upon hire:

- Advanced applied behavioral analysis.
- Advanced behavioral counseling/consultation.
- Identification and management of various mental health diagnoses, developmental disabilities, and severe behavior problems.
- Non-violent verbal and physical intervention strategies.

FLSA Status: Exempt

January 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.