



**Job Description:** PRP Consultant

**Exempt/Non-Exempt:** *Exempt/Independent Contractor*

**Compensation:** Fee for Service

**Work Schedule:** Varies - Monday through Friday, 8:00 a.m. to 9:00 p.m., Occasional weekends and holidays

**Reports directly to the Rehabilitation team for personnel, performance, compliance, timekeeping, discipline and supervision, job requirements, day to day tasks, IRP/ITRP implementation, development, oversight monitoring of progress with plans, clinical case work**

**Requirements:**

Any person employed as a PRP Consultant by Kirstin Care PRP must:

- Have access to reliable transportation, insurance for the vehicle, maintenance of vehicle
- Valid operator’s permit that is state issued
- Have eight hours of PRP training and successful orientation completion before independently providing PRP services
- Successfully complete skills and competency-based assessments required by law or company policy
- Have minimum of high school diploma or equivalency certification

**Duties:**

- Responsible for carrying out services and supports that meet the clients medically necessary mental health needs reflected in the client's individual rehabilitation plan (IRP) promoting independence, freedom of choice and overall wellness
- Render direct psychiatric rehab counseling services to clients under your caseload during the first week of each month and document contact notes for each client
- Ability to work in fast paces, somewhat stressful environment
- Ability to maintain professional boundaries and provide effective supports with clients
- Ability to effectively manage timekeeping, submit required documentation as required by policy and regulations
- Ability to research community resources to best serve clients
- Ability to market services to potential clients who request additional information that best represents the mission of Kirstin Care PRP
- Ability to write effectively in order to submit documentation that is legible, neat and accurate
- A direct support worker is expected to facilitate psychiatric rehabilitation, behavioral support services, and crisis intervention for assigned clients, according to Individualized Rehabilitation Plan, by:
  - teaching and instruction
  - encouragement of positive change
  - skill demonstrations and practice
  - promote individual wellness, self-management, and recovery
  - assist in the restoration and/or improvement of self-care social skill
  - Ensure clients have an adequate supply of medications and monitor medications on a regular basis for each client
  - assist with access to entitlements
  - Facilitate effective strategies for strengthened independent Living and the achievement of self-sufficiency goals



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- Expose individuals to academic, vocational, and employment training and resources
- Facilitate culturally relevant activities directed toward improved social relationships
- Encourage Health Promotion, Proper Nutrition, and Exercise
- Be available to clients in the event of a mental health crisis while on duty and after hours
- Ensure clients make appointments
- Must collaborate with the client's therapist, nurse case manager, mental health case manager, psychiatrist and other persons involved in the client's care to ensure the client complies with treatment schedules on a monthly basis (in some cases weekly)
- If the client resides in a community-based group living arrangement, assist the client with needs as it pertains to said arrangement in addition to other psych rehab needs
- Document incidents, hospital admissions in contact note
- Complete assessment and signed consent documentation during the first face-to-face contact.
- Complete contact note within 48 hrs. of last contact with consumer
- Complete all IRPs within 30 days of consumers admission date
- Attend individual supervision bi-weekly or as scheduled
- Attend staff meetings once per month or as scheduled
- Carry out any other work-related functions requested by the supervisor

**REQUIRED CERTIFICATION/LICENSE:** None

**PHYSICAL DEMANDS:** Regularly walk, stand or stoop; occasionally lift, carry, push, pull or otherwise move objects weighing up to 25 pounds; and regularly drives a motor vehicle.

**WORKING CONDITIONS:**

Work is performed in an office or other environmentally controlled room; Work exposes incumbent to contagious or infectious diseases; Work may expose incumbent to dangerous and volatile situations; which could result in bodily injury.