

**Jefferson County**  
**Position Description**

**Name:** **Department:** Human Services  
**Division:** Behavioral Health

**Position Title:** Psychosocial Rehabilitation Worker **Pay Grade:** 4 **FLSA:** Non-exempt

**Date:** January 2024 **Reports To:** Mental Health Professional

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**Purpose of Position**

The purpose of this position is to ensure consumer and community safety and placement prevention, as well as to facilitate skill development with children or adults who have mental health and substance abuse issues. This position will work within our Comprehensive Community Services program and in the community to assist consumers with reaching their goals while preventing acute episodes and hospitalizations.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Assists consumers with locating and securing long and short-term housing options to reduce and eliminate homelessness in Jefferson County.
- Establishes plans to increase consumer independence and achieve success, mentoring and educating consumers in developing independent living skills and values. Assists consumers in reinforcing and practicing skills and values.
- Interviews consumers to gather personal, family, employment, education and social data. Identifies needs and establishes goals.
- Provides peer-to-peer support to assist service facilitators and supervisors in assessing consumers in treatment; provides service planning and review goals.
- Assists in coordinating groups and needed services and provides appropriate referrals to available resources including legal, academic, medical, housing, community outreach programs, and multi-disciplinary county programs.
- Maintains contact or provides referrals to collateral contacts such as schools, medical offices, law enforcement, and housing providers.
- Assists program service facilitators with development and participation in public education regarding the needs of the consumer, record keeping, and maintaining required documentations.
- Arranges and provides consumer transportation to appointments to ensure consumer's needs are being met within their service plan.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Practices competent motivational interviewing techniques, if applicable.
- Supports and enhances a trauma-informed care environment.
- Maintains confidentiality.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.

- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- None.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's degree and one year experience; or an equivalent combination of education and experience.

### **Preferred Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Social Work, Human Service, or Social Science degree; or an equivalent combination of education and experience.

### **Other Requirements – Certificates/Licensures**

Valid driver's license.

### **Knowledge, Skills, Abilities**

- Ability to reliably and predictably carry out one's duties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where consumers may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

### **Supervision**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation

Employee  
\_\_\_\_\_

Date  
\_\_\_\_\_

Supervisor  
\_\_\_\_\_

Date  
\_\_\_\_\_

Human Resources  
\_\_\_\_\_

Date  
\_\_\_\_\_