

PEOPLES OAKLAND – JOB DESCRIPTION

Title (Grade): Resource Coordinator

Schedule: 37.5 hrs/wk. – Daytime, Evening and Weekend Hours Occasionally Required.

Supervisor: Wellness and Recovery Services Supervisor

PHI Access Level: 4 – Access to all PHI Permitted.

Qualifications:

1. Minimal educational requirements:
 - Bachelor's Degree in social service field with two years or more of related experience, or
 - an equivalent combination of 5 years experience and training as approved by the Executive Director.
2. Basic understanding of mental illness and its effects on adults. Course work in rehabilitation counseling, psychology or experience working with adults with mental illness preferred.
3. Advanced knowledge or experience using casework and case management principles and concepts.
4. Excellent interpersonal skills.
5. Strong verbal and written communication skills.
6. Valid Drivers License
7. A sincere interest in helping people with mental illnesses live and work within their home community.

AREAS OF RESPONSIBILITY:

1. Provide intensive referral, linkage, and follow up to assure adequate community resources and services for consumers who need time-limited support to resolve crisis issues in treatment, basic necessities, relapse prevention, transportation or other issues deemed urgent by Rehabilitation Services Supervisors.
2. Work with caseload of consumers to achieve short- and long-term goals for rehabilitation and community support.
3. Coordinate services with other staff and with case management, treatment, and other community support resources.
4. Assist Rehabilitation Counselors and Rehabilitation Specialists in early interventions to forestall or prevent admission to targeted supports team.
5. Provide timely and accurate documentation of services performed.

SPECIFIC DUTIES:

1. Maintain a caseload of individuals admitted for time-limited enhanced support by developing an individualized plan, maintaining linkage and continuity of care in operation with relevant PO staff.
2. Provide intensive referral, linkage, and follow up to assure adequate community resources and services for consumers who need time-limited support to resolve crisis issues in treatment, basic necessities, relapse prevention, transportation or other issues.
3. Assist members in accessing community supports and resources provided by such agencies as DPW, Social Security, housing programs etc. and by making and documenting referrals as necessary for required services.
4. Be instrumental in crisis intervention by assisting members' access to treatment and other crisis intervention services.
5. Closely coordinate services with other Peoples Oakland staff members and with case management and treatment teams of community mental health centers, residential programs and other agencies. Provide mental health advocacy as needed.
6. Assist with the identification and development of volunteer and paid work opportunities within the agency and community.
7. Assist in selection, evaluation, training and supervision of members in in-house employment placements.
8. Provide outreach efforts to new members and members who may be socially isolated or withdrawn.
9. Perform daily, weekly and monthly charting of information as required documenting members' participation in programming in a timely and accurate manner.
10. Act as a staff resource for early interventions that may prevent or forestall admission to the targeted support team and be a staff resource in assisting Counselors in crisis management.
11. Participate in professional development opportunities by attending trainings, seminars and conferences and use of the World Wide Web as required by mandatory training standards. Share information with members and colleagues.
12. Other duties as assigned by supervisor.