

Psychiatric Rehabilitation Program (PRP) Manager

Primary job responsibilities include supervising and managing PRP staff providing mental health services through the PRP Program. Working with clinical staff, supervisors, and community-based resources, the PRP Manager facilitates access to care and addresses barriers. This position reports to the Program Manager (Joe Grimes), and works closely with all other departments.

- Collects and analyzes program data and participates in evaluating program effectiveness; identifies problems and makes changes within guidelines, or recommends major changes
- Directs the day to day operation and administration of the program, in accordance with program goals and objective; oversees program coordination and logistics; prepares necessary reports; resolves problems and makes changes to accommodate changing priorities and needs
- Creates and implements processes to ensure that the company is performing at the standards outlined by COMAR and CARF.
- Communicates regularly with PRP Counselors as well as clinicians/clinical supervisors as needed, to ensure clinical documentation is completed and any barriers to completion are noted and addressed.
- Assists in the creation and implementation of administrative deadlines for consumer documentation.
- Monitor timely submission of documentation.
- Trains staff on company processes, as needed.
- Reviews schedule of consumers weekly to monitor show vs no show rates to assist counselors in maintaining appropriate caseload sizes and assist consumers with addressing barriers to attending appointments/sessions.
- Reviews schedule of consumers weekly to monitor billable and non-billable submissions and assist counselors with addressing barriers to submissions.
- Assists in streamlining the flow of communication from administrative to PRP employees.
- Works with Rehab Centers and staff to ensure compliance with all activities offered on a weekly basis are being presented to organization's satisfaction.
- Development of a sense of team through training and ongoing supervision, support and evaluation of PRP staff, including disciplinary actions when needed

- Ensure coordination and delivery of services and support to a PRP counselors, evaluating program documentation ensuring submitted in a timely manner, maintaining constant communication and assessing data compiled from reports.
- Conducting monthly supervision with the counselors.
- Advising the Program Manager regarding all development and implementation of rehabilitation services reflecting the present and anticipated needs of the organization.
- Build a rapport with staff, conduct quarterly meetings, provide needed training each quarter.
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- Educates direct care staff on how to provide rehabilitation services that correlate with the goals identified in the IRP.
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- Assures that rehabilitation services meet the needs of the individuals served by the program;
- The candidate will develop and maintain the direction of the agency based on its current goals, strategic plan, and policies and procedures.
- Assist with program growth and stability