

Position Description:

Mental Health Resource Center, a comprehensive mental health center and Joint Commission accredited organization, is seeking a **Bachelor's Level Practitioner** to join its Milestones Outpatient Rehabilitation Services Program in the Jacksonville area.

The Milestones Outpatient Psychosocial Rehabilitation program provides therapeutic and educational rehabilitation services to adults with severe and persistent mental illness to improve or maintain mental, physical, emotional, and social functioning through the provision of psychosocial rehab groups and basic living skill activities that are designed to enhance the person's health, emotional well-being and a more independent lifestyle. In a structured, supportive environment, individuals learn daily living skills, coping and problem solving skills, social skills, pre-vocational skills, and skills for community participation. A strong emphasis is placed on positive feedback, with a concentration on strengths rather than weaknesses. The program assists individuals in becoming more functional on a day-to-day basis. This can lead to greater independence and result in personal and occupational advancement.

Some of the responsibilities of the position include but are not limited to:

- Provides direct services including but not limited to leading psychosocial educational groups and activities, treatment and care services.
- Assists with the completion of evaluations of needs, interests, skills, abilities and capacities.
- Attends care monitoring sessions, completes all necessary documentation and reports all necessary clinical information.
- Assists in the development of the activity schedule under the approved guidelines, based on each individual's assessed needs.
- Schedules weekly individual meetings and works with assigned caseload to develop individualized goals and problem solving skills.
- Assesses and monitors for risk, symptoms of trauma, and indications of abuse, neglect and/or abandonment. Uses appropriate reporting mechanisms.
- Completes progress notes and related documentation in a timely manner and in accordance with record management policy.
- Maintains confidentiality and ensures the rights of individuals served.
- Monitors community resources and makes appropriate referrals for groups or recreational activities.

Position Requirements

In order to be considered candidates must have a Bachelor's degree with a major in Counseling, Social Work, Psychology, Rehabilitation, Special Education, Health Education, or a related human services field required.

One year mental health experience preferred.

Strong communication skills are essential and this individual must be able to interact appropriately with internal and external customers, including individuals served, families, caregivers, community service providers, supervisory staff and other department professionals.

Proficiency in Microsoft Office, Outlook and use of the Internet are required.

Position Details:

This is a Full Time Days position: Monday through Friday.

This full time position offers a comprehensive benefits package.