



INTENSIVE PSYCHIATRIC REHABILITATION PRACTITIONER JOB DESCRIPTION

The Intensive Psychiatric Rehabilitation (IPR) Practitioner is responsible for the implementation of the Successful Living IPR program using the IPR Boston Model as a curriculum. This full-time position will assist individuals 18 and older who live with a chronic mental illness to “Choose, Get, and Keep” a life changing goal in their “Living, Learning, Working, or Social” environments. Services are specifically developed to assist clients in choosing, attaining, and maintaining critical life goals in varying aspects of their lives. IPR is a highly structured program that delivers services through individual and group settings. The services are consumer driven and individualized for each participant to promote positive change and growth with an emphasis on community integration.

CORE DUTIES:

DIRECT INTERACTION WITH CLIENTS

- Administration of the functional assessment in the identification of critical skills and supports
- Meeting in cohorts with clients to work on identified goals and 1:1 as needed.
- Facilitation of group programming for IPR participants
- Assist the individual in the development of a follow through plan that guides the individual through steps to keep their goals after discharge from the IPR services

SERVICE DOCUMENTATION COMPLETION

- Maintain all appropriate documentation to meet the IPR, Iowa State Code of Chapter 24 credentialing requirements and all state, federal, agency guidelines
- Timely submission of individual and group contact notes and collateral documentation
- Organize and maintain the client files and discharged files
- Other documentation as required

PROFESSIONAL RESPONSIBILITIES

- * Maintain an expected minimum of 4-6 billable individual and group program hours per week with each of your assigned client(s) participating in the IPR program.
- * Establish and maintain a consistent schedule with clients and negotiate needed adjustments.
- Communicate in a timely manner with the client’s team of care providers.
- Responsible for the day to day operations of the program, including fiscal accountability.
- Responsible to maintain the required tenets of the IPR program.
- Follow through with a consistent schedule and adherence to deadlines
- Maintain an Outlook calendar with a current schedule reflecting all appointments and hours worked.
- Complete all tasks as assigned by supervisor
- Meet with supervisor as scheduled
- Treat all colleagues and clients with dignity and respect

- Prompt, professional and responsive communication with clients, fellow staff, supervisor-in-person, telephonic, electronic, written missive (in writing, face-to-face)
- Follow all agency policies and procedures
- Dress, personal appearance, and manner of behavior must reflect a professional image
- Maintain confidentiality and follow HIPAA guidelines

TEAM AND AGENCY PARTICIPATION

- * Attend Agency meetings as designated
- *Participate in any additional training as required or assigned

Other duties as assigned.

DIRECT SUPERVISOR: IPR Director

QUALIFICATIONS:

REQUIRED

- * Bachelor’s degree and minimum of one year in a human service field working with an at-risk population
- * Currently IPR certified or upon hire, fulfill the required 60 hours of IPR training and certification provided by Successful Living prior to delivery of IPR services.
- * Maintain any other agency training or required IPR additional training.
- * Pass multiple background checks, including but not limited to dependent adult/child abuse and criminal background check and driving record checks.
- * Maintain valid driver’s license and reliable, privately insured vehicle, as well as insurability with agency insurance requirements.

PREFERRED

- * Master’s degree
- * Strong organizational skills
- * Adaptability to changing requirements and protocols of governmental agencies and designees and revised agency policies
- * Attention to detail

KEY SKILLS

- * Ability to work and engage with a variety of people
- * Problem solving skills
- * Active listening
- * Ability to work independently and collaboratively
- * Adaptability
- * Ability to meet deadlines
- * Writing
- * Basic computer literacy and keyboarding skills

COMPENSATION:

- *Salary: \$37,080 per year, non-exempt
- *If currently IPR certified a bonus of \$1,000.00 will be paid upon successfully passing initial probation.
- *A bonus of \$200 will be paid upon successfully passing initial probation if not currently IPR certified.
- *Benefits package including but not limited to Health and Dental insurance, Holiday pay, Sick and Vacation time, Simple IRA, Mileage reimbursement.

EMPLOYMENT AGREEMENT:

I have received a copy of the IPR Practitioner Job Description, and I agree to comply with the description while I am employed at Successful Living. I am able to perform the duties as listed without

accommodation. I agree to a period of employment of one year plus a 30-day notice of ending employment. Agree to maintain employment for no less than 1 year unless the Successful Living IPR program prematurely ends prior to this date.

I agree to not take any position, after employment with Successful Living that would compete directly or indirectly with the Successful Living IPR program. I also understand the non-competition agreement to not practice IPR for one full year following the end of employment with Successful Living, if having received my IPR training from Successful Living. I understand and accept that all ownership of any work product, training materials, all training, IPR program specific information or any other proprietary information is retained by Successful Living.

Employee printed name: _____ Date: _____

Signature: _____

Authorized Staff (Position Title): _____ Date: _____