

# Position Detail

RHD's Iowa RIST (Residential Intensive Support Team) program, located in the Cedar Rapids area, is seeking a Care Coordinator. RHD RIST provides holistic services and supports to participants diagnosed with serious mental illness in their homes. This job carries with it an obligation to respect the dignity, to recognize the potential for growth and recovery of every participant who receives services and supports, to advocate for the rights of people we support to pursue their own vision, and to be responsible stewards of our human and financial resources in order to create an environment committed to quality. A commitment to RHD values should be demonstrated as job duties are performed.

The RIST program is based on RHD's common belief that by responding to the basic good and strength in people, we create our best opportunity for maximizing positive individual commitment and responsibility. This approach applies to staff, consumers, and families alike. RIST provides the holistic services needed to maintain independent living with community integration for individuals experiencing homelessness, chemical dependence, and mental illness.

The Care Coordinator is responsible for providing supportive services to individuals with mental illness living independently in the community. The Care Coordinator assists the program participant to identify and connect with community resources, monitors the progress of each participant toward obtaining goals, and provides ongoing coaching to support participants wellness.

## **\*Essential Duties and Responsibilities**

1. Determine resources needed to meet the individualized needs of identified in the assessment process and coordinate community support activities.
2. Take all necessary actions in assuring the implementation of comprehensive service plan (treatment plan) including serving as an advocate for the consumer to enable him/her to receive needed services; identification of program needs, service gaps, and recommending strategies
3. Support the ongoing coordination of services and supportive systems to insure continuity of intervention.
4. Support the maintenance of the consumer records, review and update consumer evaluations, complete reports of services provided, services needed and all other clinical and administrative records deemed necessary and appropriate.
5. Perform home visits, meet with families, staffs of various agencies and programs and develop strategies for maintaining the consumer in his/her community setting.
6. Maintain records of aftercare and follow-up progress
7. Attend delegated pre-discharge and discharge meetings
8. Document all fire drills with consumer in home or staff in office.
9. Document initial environmental safety checklist and update monthly.
10. Document all interactions with consumer.
11. Document daily progress.
12. Instruct life skills seminars as assigned.
13. Attend Clinical Case Consultation, Treatment Plan Update meetings, and clinical supervision as scheduled.
14. Provide crisis intervention services to consumers.
15. Assist in consumer aftercare planning and follow-up.
16. Evaluate consumer's progress and report to funders/referral sources as requested.
17. Prepare case presentation for assigned consumers at Clinical Case Consultation Treatment Plan

Update meeting for input.

18. Read and sign-off on daily logs.
19. Responsible for mobile phone coverage as assigned.
20. Other duties as assigned by Director to insure community of care and foster a supportive nurturing environment for growth.
21. Provide 24/7 on-call coverage for emergency coverage and consultation.

**\*Job Requirements/Minimum Qualifications:**

1. Possess bachelor s degree in psychology, social work, or related field.
2. Excellent Communication skills (written and oral) including interpersonal skills
3. Possess valid IA driver s license
4. Ability to speak effectively before groups of individuals and communicate professionally with outside agencies.
5. Ability to manage multiple tasks or projects

## **Other Information**

Salary: 31,000-36,000

Minimum Degree Required: 4 Year Degree

Minimum Years Experience Required: 3

Program: Iowa RIST  
Cedar Rapids, IA

Job Type: Full-Time