



**Position: Recovery Specialist**

Program/Department: PROS (Personalized Recovery Oriented Services)

Reports to: Supervisory Staff

Work Location: 1310 Rockaway Parkway

Hours:  Full Time     Part Time     Hourly

**Position Summary**

A Recovery Specialist at Brooklyn Community PROS (Personalized Recovery Oriented Services) works on life role goals with people who are living with severe mental illness. As a strengths-based psychiatric rehabilitation program, we promote independent living and community participation. Each Recovery Specialist offers rehabilitation, group and individual counseling, therapeutic and evidence based activities, advocates for the consumers and meets all documentation and other requirements of BCS and applicable regulatory bodies. The Recovery Specialist works to help program participants identify an individualized, meaningful course of care to help them become as self-sufficient as possible.

**Responsibilities**

- Manage a caseload of approximately 20 consumers, providing case management to include collateral contacts, referrals, and vocational assistance, to coordinate services.
- Conduct required assessments including Wellness Recovery Action Plans, Psycho-socials, Psychiatric Rehabilitation, Vocational Readiness, Cultural, and Chemical Abuse or Dependence Screenings.
- Develop Individualized Recovery Plans in collaboration with the recipients, based on the above listed assessments on a semi-annual basis, or more often as needed.
- Develop and facilitate approximately 10-14 groups, according to protocol, which cover CRS, ORS, IR and Clinical Services as dictated by the Individual Recovery Plans (IRP's) of program participants.
- Conduct individual counseling sessions to assist program participants with attainment of the life-role goals specified in their IRP's.
- Document consumers' progress/regression towards goals in monthly progress notes and determine the need for additional or subtraction of services offered to each participant on an ongoing basis.
- Coordinate treatment between agencies, including the sharing of Individual Recovery Plans and Progress Notes for participants who are co-enrolled with other agencies.
- Provide services according to Evidence Based Practices including Wellness Self-Management, Family Psycho-education, Medication Management, Co-occurring Disorders, and Supported Employment.
- Coordinate follow-up services once a participant is ready for discharge from the program.
- Act as a member of an interdisciplinary treatment team, including participation in weekly administrative, clinical and utilization review meetings



**Brooklyn Community Services**

- Overall responsibility for maintenance of client records, including timely documentation of services as required by the Center for Medicaid and Medicare Services and the Office of Mental Health.
- Enter timely documentation in Foothold AWARDS, CAIRS, and NYESS systems for caseload.
- Develop and maintain collateral relationships with consumers' other providers and family as clinically indicated.
- Carry a 24 hour support cell phone in rotation with the clinical team.
- Conduct intakes as needed.

#### **Qualifications Required**

- Bachelor's degree in Social Work or related program preferred; Master's degree in Mental Health Counseling or related program preferred.
- Rehabilitation Counseling or Creative Arts Therapy required. Knowledge of running groups required.
- Computer skills and knowledge of service documentation required.
- New graduates from above disciplines with internship/volunteer experience welcome to apply.
- Criminal background check and fingerprinting required; screening against the GSA, OIG, and OMIG lists of persons disallowed from working in Medicaid funded programs.

#### **Qualifications Preferred**

- Previous experience working with adult mentally ill/MICA population preferred.

#### **Contact:**

Include job title in the subject line  
Email Resume and Cover letter to:  
Shaddia Torres- Program Director  
swilkins@wearebcs.org