



TAPESTRY FAMILY SERVICES JOB DESCRIPTION

POSITION: **REHAB COORDINATOR SUPERVISOR**

**GENERAL
DESCRIPTION:**

The Rehab Coordinator Supervisor provides direct behavioral guidance and support services to the children and adults who are participating in Tapestry Family Services programs. Under the supervision of the Clinical Director and lead therapist, and as indicated in each client's Treatment Plan, the Coordinator provides/facilitates individual and group rehabilitation services for individual and small groups of clients participating in of Mental Health Rehabilitation Services. Services include, but are not limited to facilitating groups, helping to stabilize the client, instructing and guiding the client in the accomplishment of the goals of their individual plans, implementing behavioral interventions, facilitating the participation of the client in therapeutic services, to assist in the implementation of the client's Treatment Plan.

The Rehab Coordinator provides direct supervision to the Rehab Team, as well as coordination duties in support of the Rehabilitation Program, including, but not limited to, quality assurance, logistics and assisting with referrals and admittance into the Rehabilitation Program. The Rehab Coordinator participates in the On-Call rotation providing support and guidance to primary On-Call staff.

**MINIMUM
QUALIFICATIONS:**

- A Master's Degree and at least two years of experience in working in mental health related field, **or** a Bachelor's Degree plus four years of above-described experience, **or** an Associate Degree and at least six years' experience in working with mental health population. Other relevant experience and qualifications may be considered.
- Experience with Medi-Cal documentation and standards.
- Knowledge of the purpose and utilization of rehabilitation services, including coordination of care.
- Ability to develop relationships with awareness of confidentiality.
- The ability to concentrate on detailed work for long periods of time.
- Strong computer skills and knowledge of the Microsoft Excel program.

BENEFITS:

- 12 Paid holidays
- Birthday holiday
- 401k retirement
- Health, vision and dental insurance offered
- 12 Paid vacation days per year
- 12 Paid sick days per year

**CONDITIONS OF
EMPLOYMENT:**

Must clear background check with DOJ, FBI, CACI, Driver's License, Current Auto Insurance, Clean DMV Printout, required trainings post start date.
Medical conditions of employment: Obtain TB Test and Physical at time of offer.

TO APPLY:

Email Resume to humanresources@tapestryfs.org

Open until filled

Rehab Coordinator Hourly Range: \$31.00 to \$37.68 per hour. May be offered as an exempt position, DOE.