



St. Joseph's Rehabilitation Center, Inc.

159 Glenwood Drive
P.O. Box 470, Saranac Lake, NY 12983
(518) 891-3950

PERSONAL ADJUSTMENT TRANSITION ASSISTANT II

DEPARTMENT: Clinical -PAT **Level:**
STATUS: Non-Exempt **CFR:** 331
SUPERVISOR: PAT Coordinator **SUPERVISES:** None

POSITION SUMMARY:

The Personal Adjustment Transition Department utilizes a behavioral approach in assisting clients with the development and improvement of recreational, vocational, educational and social skills and the activities of daily living. This position assists in the development and implementation of activities and programs which provide opportunities to residents in developing a healthy life style, improving their quality of life and overall well-being. May be required to act as Interim Supervisor on an as needed basis.

EDUCATION AND TRAINING:

Associates degree in Human Services; Bachelors Degree in Behavioral Science preferred. Must be First Aid and CPR certified.

EXPERIENCE AND WORK KNOWLEDGE:

Basic counseling skills, knowledge of human growth and development and theories of human behavior change. Knowledge of the progression and recovery from active addiction. Familiarity of 12 Step Programs.

PHYSICAL DEMANDS:

Lifting, stair climbing and excessive walking.

DUTIES AND RESPONSIBILITIES:

1. Complies with standard operating procedures as related to department.
2. Establishes therapeutic relationship with residents and ensures a safe and therapeutic environment.
3. Monitors residents during PAT assignments and provides education regarding assigned tasks and use of equipment.
4. Responsible for the completion of afternoon and evening observational rounds.
5. Participates in interdisciplinary treatment teams and evaluates functioning and progress of residents related to individualized treatment plans.
6. Assists with the development of special events and activities.

7. Responsible for development and facilitation of assigned focus groups, including but not limited to Group problem solving and leisure skills which also include the review of the Residents rights.
8. Responsible for the design and creation of seasonal and special interest bulletin boards in assigned areas.
9. Responsible for the development and implementation of an arts and crafts program which can be utilized by residents during personal recreation and floor recreation activities.
10. Responsible for the maintenance and inventory control of arts and crafts supplies on a quarterly basis.
11. Monitors resident use of PAT equipment and supplies as per sign out procedures.
12. Responsible for distribution of SJRC property to new residents and appropriate storage of resident property as well as collection of SJRC property at the time of resident discharge.
13. Responsible for maintaining a neat and orderly property storage area.
14. Demonstrates team work with other evening staff in the completion of admissions, program orientations, phone coverage and other evening responsibilities.
15. Actively participates in meetings, committees and quality assurance activities.
16. Fosters the mission of SJRC through commitment to quality, facilitating and coordinating effective working relationships within the organization and with all externally who have contact with SJRC and demonstrating respect and dignity to clients and staff.
17. Is trustworthy in safeguarding confidential information.
18. Adheres to SSRC's Code of Ethics, Confidentiality and all applicable policies and procedures.
19. Ability to handle sensitive and challenging situations with tact and discretion.
20. Ability to be supportive in a team effort.
21. Able to communicate effectively verbally and in writing.
22. Maintains current NY State license(s) and/or credentials as appropriate.
23. Responsible for additional duties as assigned by PAT Coordinator.
24. Responsible for operation, purchasing and inventory control of the Residents store.

SPECIAL REQUIREMENTS:

1. Foster the mission of SJRC through commitment to quality, facilitating and coordinating effective working relationships within the organization, and with all externally who have contact with SJRC.
2. Demonstrate respect and dignity to clients and staff.
3. Adhere to SJRC policies and procedures related to Counselor-Client Relationships.
4. Safeguard confidential information.
5. Adhere to SJRC Code of Ethics, Confidentiality and all applicable policies and procedures.
6. Handle sensitive and challenging situations with tact and discretion.
7. Share responsibility as a team member in developing and maintaining a supportive work environment.
8. Effective communication in written and verbal form.
9. Recognize and demonstrate appreciation for the unique gifts of others in the work environment.
10. Demonstrate computer literacy or participate in training in order to be productive in a computer-based organization.