



REGIONAL NETWORK OF PROGRAMS, INC.

2 TRAP FALLS ROAD
 SUITE 405
 SHELTON, CT 06484
 (203) 929-1954 • FAX (203) 929-1279

SUMMARY OF ATTACHED JOB DESCRIPTIONS

<u>State Job Description</u>	<u>Regional Network of Programs, Inc.</u>	<u>Number Employed</u>	<u>Salary Range</u>
<u>Clinical Social Worker</u>	Clinical Coordinator MATS	2	\$50M-\$60M
	Clinical Coordinator Co-occurring Residential	1	\$50M-\$60M
	Assistant Director MATS	2	\$70M-\$80M
<u>Community Clinician</u>	Case Manager Prospect House	5	\$30M-\$35M
	Case Manager Psychiatric Rehab. Services	4	\$30M-\$35M
	Case Manager Transitional/Supportive Housing	4	\$30M-\$35M
	Crisis Intervention Specialist	1	\$30M-\$35M
<u>Rehabilitation Counselor</u>	Rehabilitation Counselor Psychiatric Rehab.	8	\$30M-\$35M
<u>Correctional Substance Abuse Counselor</u>	Counselor Horizons (Residential)	8	\$32M-\$37M
	Counselor New Prospects (Residential)	7	\$38M-\$42M
	Counselor Kinsella Treatment Center	10	\$35M-\$40M
	Counselor Center for Human Services	16	\$35M-\$40M
<u>Mental Health Assistant</u>	HIV/AIDS Counselor/Outreach Worker	2	\$38M-\$42M
	Life Skills Facilitator	2	\$32M-\$36M
	Peer Counselor (Part-time)	1	\$14M-\$18M

...providing behavioral health services...

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

**The Regional Network of Programs, Inc
Job Description**

Position: Clinical Coordinator
Division: Clinical Services
Department: Center for Human Services and Kinsella Treatment Center

SUMMARY

In accordance with RNP's Mission Statement, Philosophy of Client Care and Code of Ethics as stated in the Personnel Policies and under the supervision of the Department Director provide general direction and supervision to departmental staff and may manage an assigned caseload of clients with substance abuse and co-occurring mental health issues by performing the following duties.

CORE FUNCTIONS

Supervises staff by utilizing appropriate management techniques, including day-to-day direction, scheduling, training, crisis management, planning and evaluation.

Works directly in treatment relationship with an assigned caseload of clients in individual, group and/or family therapy sessions.

Keeps records and provides reports.

Reviews management of cases, assignments, case problems, issues and methods of treatment.

Works in close collaboration with physicians, psychiatric staff and other health care personnel in patient evaluation and treatment.

Assists the department director in long range planning and quality improvement.

Responsible for conducting chart reviews and supervisory approval.

Assumes all other appropriate duties as deemed necessary by the supervisor

CORE COMPETENCIES

Master's degree and License required. Co-occurring competencies and/or credentials are a plus.

Knowledge of principles and techniques of counseling, crisis intervention, and/or case management. Understanding of and ability to provide integrated care for individuals with co-occurring disorders. Ability to gather, analyze and evaluate information pertinent to the care of clients. Knowledge of the physical, psychological, social and economic effects of substance abuse, homelessness, and mental illness. Knowledge of community resources. Considerable knowledge of federal and state laws and regulations regarding client confidentiality. Ability to establish and maintain cooperative professional relationships. Excellent communication skills. Ability to project a professional image.

CERTIFICATES, LICENSES

Incumbents must be licensed. Valid Connecticut driver's license may be required.

The Regional Network of Programs, Inc

Job Description

Position: Clinical Coordinator
Division: Clinical Services
Department: New Prospects, Co-occurring Enhanced Intensive Residential Program

SUMMARY

In accordance with RNP's Mission Statement, Philosophy of Client Care and Code of Ethics as stated in the Personnel Policies and under the supervision of the Director of New Prospects provides general direction and supervision to departmental staff and may manage an assigned caseload of clients by performing the following duties.

CORE FUNCTIONS

Creates and maintains a positive work environment with a focus on developing team integration and motivating/supporting staff whenever possible.

Supervises counseling staff by utilizing appropriate principles of integrated care, management techniques, including day-to-day direction, scheduling, training, crisis management, risk assessment and evaluations. Supervision is ultimately related to clinical interventions, quality of care and client welfare.

May conduct screenings, coordinates new admissions and makes every effort to maintain utilization rates at 90%+, communicates and collaborates with medical personnel referring clients in order to ensure medical clearance and documentation of such prior to admissions.

Works with Program Director in close collaboration with on-site medical staff and other health care personnel in community re: client evaluation, diagnosis and behavioral and medical treatment services.

Responsible for exclusively facilitating weekly mental health groups & documenting clinical notes for these groups.

Maintains records and provides reports including daily census, DPAS admissions/discharges, service data and co-occurring outcome data.

Assists the Program Director in long range planning and quality improvement.

Assumes all other appropriate duties as deemed necessary by the supervisor.

CORE COMPETENCIES

Master's degree in the behavioral sciences and at least four (4) years experience in counseling, case management and the provision and supervision of integrated care.

Knowledge of principles and techniques of counseling, crisis intervention, and/or case management. Ability to gather, analyze and evaluate information pertinent to the clinical care of persons served. Knowledge of the physical, psychological, social and economic effects of substance abuse, homelessness, mental illness and co-occurring disorders. Knowledge of community resources. Considerable knowledge of federal and state laws and regulations regarding client confidentiality. Ability to establish and maintain cooperative professional relationships. Excellent communication skills. Ability to project a professional image.

CERTIFICATES, LICENSES

LCSW/LADC/LPC/LMFT required. Extensive experience in the provision and supervision of integrated co-occurring treatment. Incumbents may be required to secure additional professional certification and/or license (e.g.) certified co-occurring disorders Professional (CCDP). Valid Connecticut driver's license may be required.

The Regional Network of Programs, Inc

Job Description

Position: Assistant Director of Medication-Assisted Treatment
Division: Medication-Assisted Treatment
Department: Center for Human Services and Kinsella Treatment Center

SUMMARY

In accordance with RNP's Mission Statement, Philosophy of Client Care and Code of Ethics as stated in the Personnel Policies and under the supervision of the Director of Medication-Assisted Treatment and HIV/AIDS Services, manage personally or through subordinate supervisors the day-to-day activities of one or more specialized programs which are determined to constitute a department.

CORE FUNCTIONS

Consistently puts forth efforts to build team, inspires and motivates direct supervisees and all staff.

Effectively manages the program from a clinical/administrative perspective and supervises all Clinical Coordinators, Receptionists/Secretaries, Technicians and Counselor Aid in the day-to-day operations of MAT.

Oversees and ensures the coordination of team meetings, case conferences, ad hoc and project team meetings and assumes responsibility of the Director of MAT Services in person's absence.

In collaboration with the other Assistant Director of Medication-Assisted Treatment, trains and supervises personnel engaged in providing client services and confers with staff to implement policies and regulations.

Responsible for the daily review and approval of all take-home bottle requests in consultation with the medical team and Director of MAT and ensures that compliance has been met.

Responsible for review and approval of all staff timesheets and time off requests and submits this information to Payroll in a timely manner.

Acts as liaison to advocacy committee, reviews identified issues, and assists with implementing solutions.

Assumes lead role in systems analysis and implementation of more effective systems and policies and procedures.

Works closely with Quality Department on continuous quality improvement including long-range planning, enhancing programs and systems, ensuring compliance with regulatory bodies, timely implementation of corrective actions, and improving program outcomes.

Compiles, prepares and submits reports in a timely manner as required and when requested by administrative team.

Assists in budget preparation and monitors revenues and expenditures.

Acts as a liaison and educator to the community and professional organizations; collaborates with other agencies.

Shares responsibility of twenty-four hour seven day per week on call with other Assistant Director MAT Services.

Assumes all other appropriate duties as deemed necessary by the supervisor.

CORE COMPETENCIES

Master's degree in a related field and License required or CCS required. At least six years of related clinical experience with at least three years of supervisory experience required.

Thorough knowledge of person-centered and family-centered services as provided by community-based, non-profit service organizations. Knowledge of and ability to effectively apply management principles and techniques; plan, organize and direct large and comprehensive programs; evaluate data and quality of services; and prepare comprehensive reports. Proven interpersonal skills and supervisory abilities. Considerable knowledge of federal and state laws and regulations regarding client confidentiality. Ability to establish and maintain cooperative professional relationships. Excellent oral and written communication skills. Ability to project a professional image.

CERTIFICATES, LICENSES

Incumbents may be required to secure additional professional certifications and/or licenses. Valid Connecticut driver's license is required.

The Regional Network of Programs, Inc Job Description

Position: Case Manager
Division: Clinical Services
Department: Prospect House

SUMMARY

In accordance with RNP's Mission Statement, Philosophy of Client Care and Code of Ethics as stated in the Personnel Policies and under the supervision of the Department Director or Coordinator, assist in the provision of quality care for persons served by performing the following duties.

CORE FUNCTIONS

Assesses and records medical, psychological, and social factors contributing to client's situation and evaluates these capacities.

Assertively links individuals to community resources and other natural supports.

Develops and documents person centered recovery plans.

Maintain timely progress notes which record and monitor client progress with regard to finances, employment, nutrition, basic needs, housing, physical health, mental health and substance abuse related issues.

Serve as advocate for clients in obtaining necessary services.

Adhere to all standards as it relates to documentation requirements.

Attend and be prepared for case management and staff meetings.

Prepare weekly supervision agenda.

55% of work week is spent providing direct care services including intake evaluations, individual group and/or couples/family sessions.

If appropriate, assume on-call responsibilities.

Maintain work schedule which allows for monthly weekend rotations.

Assumes all other appropriate duties as deemed necessary by the supervisor.

CORE COMPETENCIES

Bachelor's degree in the behavioral sciences and two (2) years experience in counseling preferred; or equivalent combination of education and experience. Co-occurring competencies and or credentials are preferred.

Knowledge of principles and techniques of social service case management services. Knowledge of the physical, psychological, social and economic effects of substance abuse, homelessness, physical and emotional illness, crisis intervention. Ability to gather, analyze and evaluate information pertinent to client care. Knowledge of community resources. Considerable knowledge of federal and state laws and regulations regarding client confidentiality. Ability to establish and maintain cooperative professional relationships. Excellent communication skills. Ability to project a professional image.

CERTIFICATES, LICENSES

Incumbents may be required to secure professional certification and/or license. Valid Connecticut driver's license may be required.

The Regional Network of Programs, Inc Job Description

Position: Case Manager
Division: Clinical Services
Department: Psychiatric Rehabilitation Services

SUMMARY

In accordance with RNP's Mission Statement, Philosophy of Client Care and Code of Ethics as stated in the Personnel Policies and under the supervision of the Department Director or Coordinator, manage client care for individuals requiring multiple assistance sources by performing the following duties.

CORE FUNCTIONS

Provide case Management services in the person's environment of choice with the focus on supporting the person in everyday life based on his/her values and goals, and integration in the community.

Provide services in assessment, planning, advocacy, linking, supporting and monitoring of the activities focused on the individual needs of the persons served in the community with an emphasize on basic survival needs such as housing, income, health and community resources.

Assess and document significant medical, psychological, and social factors contributing to person served and inform other service providers involved in a timely manner to coordinate services.

Record adjustments and progress in each individual chart with regard to finance, employment, housing, nutrition, clothing, physical and mental health well being.

Record and monitor the Residential Rehabilitation/Recovery plans and perform follow up services to determine quality and quantity of service provided to the persons served.

Establish and maintain cooperative relationships with community resources, service providers and other organizations.

Advocate on behalf of persons served in receiving the required services to become successful and satisfied in the community.

Attempt to redirect any person in a respectful and appropriate manner as needed and offer supportive counseling; utilize crisis intervention techniques and contingency plans whenever necessary based on the persons needs and staff assessment.

Assist the persons served with maintaining a healthy environment, continuing a daily routine and (re)connecting with natural support systems in the community.

55% of work week is spent providing direct care services including intake evaluations, individual group and/or couples/family sessions.

Assumes all other appropriate duties as deemed necessary by the supervisor

CORE COMPETENCIES

Bachelor's degree in the behavioral sciences and two (2) years experience in counseling preferred; or equivalent combination of education and experience

Knowledge of principles and techniques of social service case management. Knowledge of the physical, psychological, social and economic effects of substance abuse, homelessness, physical and emotional illness. Ability to gather, analyze and evaluate information pertinent to client care. Knowledge of community resources. Considerable knowledge of federal and state laws and regulations regarding client confidentiality. Ability to establish and maintain cooperative professional relationships. Excellent communication skills. Ability to project a professional image.

CERTIFICATES, LICENSES

Incumbents may be required to secure professional certification and/or license. Valid Connecticut driver's license may be required.

The Regional Network of Programs, Inc Job Description

Position: Case Manager Transitional and Supportive Housing
Division: Clinical Services
Department: Urban Model

SUMMARY

In accordance with RNP's Mission Statement, Philosophy of Client Care and Code of Ethics as stated in the Personnel Policies and under the supervision of the Clinical Coordinator and/or Department Director, assists in the provision of client care for persons served by performing the following duties:

CORE FUNCTIONS

Assess and record medical, psychological, and social factors contributing to the individual's unique circumstances, including an assessment of strengths, needs, abilities and preferences.

Plans and records the individual's progress with regard to finances, employment, nutrition, basic needs, housing, physical and mental health well being, including any identified substance use disorders.

Assertively links person served to community resources and other natural supports.

Serve as advocate for clients in obtaining necessary services.

Attends and actively participates in appropriate case management and treatment team meetings.

Records and monitors recovery plan and performs follow-up to determine quantity and quality of service provided client.

Assists in creating a sense of community through client meetings, special events, the facilitation of groups, etc.

Facilitates groups for clients as deemed appropriate by Clinical Coordinator.

Adheres to RNP standards of documentation.

55% of work week is spent providing direct care services including intake evaluations, individual group and/or couples/family sessions.

Compiles, prepares and submits reports in a timely manner.

Assumes all other appropriate duties as deemed necessary by the supervisor.

CORE COMPETENCIES

Bachelor's degree in the behavioral sciences and two (2) years experience in counseling preferred; or equivalent combination of education and experience.

Knowledge of principles and techniques of community case management. Knowledge of the physical, psychological, social and economic effects of substance abuse and homelessness. Ability to gather, analyze and evaluate information pertinent to the provision of quality care. Knowledge of community resources. Considerable knowledge of federal and state laws and regulations regarding client confidentiality. Ability to establish and maintain cooperative professional relationships. Excellent communication skills. Ability to project a professional image.

CERTIFICATES, LICENSES

Incumbents may be required to secure professional certification and/or license. Valid Connecticut driver's license may be required.

The Regional Network of Programs, Inc

Job Description

Position: Crisis Intervention Specialist
Division: Clinical Services
Department: Prospect House

SUMMARY

In accordance with RNP's Mission Statement, Philosophy of Client Care and Code of Ethics as stated in the Personnel Policies and under the supervision of the Department Director or Coordinator, manages care for HIV/AIDS clients who are at risk of homelessness or homeless and require multiple assistance by performing the following duties.

CORE FUNCTIONS

Assess and records medical, psychological, and social factors contributing to client's situation and develops individualized intervention plan based on specific client goals and objectives.

Develops client centered care plans, record and monitors clients progress with regard to HIV/AIDS, finances, employment, food, clothing, housing, physical health, mental health and substance abuse related issues. Prepares and maintains records on assigned caseload and issues reports...

Links clients to community resources and other organizations and arranges appropriate referrals and placements for program participants. Works in collaboration with service providers.

Provides information and education to individuals and groups concerning substance abuse, mental health and HIV/AIDS.

Implements motivational techniques for planning, case management and crisis intervention to assist client in overcoming substance abused disorders and other problems.

Facilitates weekly groups.

Advocates on behalf of client success.

Attends and participates in staff and case management meetings.

Shares on-call responsibilities.

55% of work week is spent providing direct care services including intake evaluations, individual group and/or couples/family sessions.

Assumes all other appropriate duties as deemed necessary by the supervisor.

CORE COMPETENCIES

Bachelor's degree in the behavioral sciences and two (2) years experience in counseling preferred; or equivalent combination of education and experience. Co-occurring competencies and or credentials are a plus.

Substantial specialized judgment and skill in observation, care and counsel of the ill. Ability to work under minimum supervision and to assume initiative. Considerable knowledge of community resources. Considerable knowledge of federal and state laws and regulation regarding client confidentiality. Ability to establish and

maintain cooperative professional relationship. Must be able to work flexible hours as needed. Excellent communication skills. Ability to project a professional image.

CERTIFICATES, LICENSES

Incumbents may be required to secure professional certification and/or license. Valid Connecticut driver's license may be required.

The Regional Network of Programs, Inc **Job Description**

Position: Rehabilitation Counselor
Division: Clinical Services
Department: Psychiatric Rehabilitation Services
Effective Date:

SUMMARY

In accordance with RNP's Mission Statement, Philosophy of Client Care and Code of Ethics as stated in the Personnel Policies and under the supervision of the Clinical Coordinator, providing rehabilitative services in a structured recovery environment to individuals with severe major mental illness and/or substance abuse disorders by performing the following duties.

CORE FUNCTIONS

Provide and document individual, family and group counseling directed at solving daily problems related to community living and interpersonal relationships.

Facilitate or co-facilitate psycho-educational groups pertaining to the alleviation and management of psychiatric and/or substance abuse disorders and document progress.

Assess and document significant medical, psychological, and social factors contributing to person served and inform other service providers involved on a timely manner to coordinate the appropriate services.

Record adjustments and progress with regard to finances, employment, food, clothing, housing, physical and mental health well being.

Acknowledge and document any and all behavior(s) on the part of the persons served that is considered inappropriate or a cause for concern.

Attempt to redirect any person in a respectful and appropriate manner, offer supportive counseling and utilize crisis intervention techniques & contingency plans whenever necessary based on the need and staff assessment.

Record and monitor individual rehabilitation/recovery plans and perform follow-up to determine quantity and quality of service provided to the persons served.

Advocate on behalf of persons served in receiving the required services needed to become successful and satisfied in the community.

55% of work week is spent providing direct care services including intake evaluations, individual group and/or couples/family sessions.

Establish and maintain cooperative relationships with community resources, service providers and other organizations.

Assume all other appropriate duties as deemed necessary by the supervisor

CORE COMPETENCIES

Bachelor's degree in the behavioral sciences and two (2) years experience in counseling preferred; or equivalent combination of education and experience

Knowledge of principles and techniques of social service case management. Knowledge of the physical, psychological, social and economic effects of substance abuse, homelessness, physical and emotional illness. Ability to gather, analyze and evaluate information pertinent to client care. Knowledge of community resources. Considerable knowledge of federal and state laws and regulations regarding client confidentiality. Ability to establish and maintain cooperative professional relationships. Excellent communication skills. Ability to project a professional image.

CERTIFICATES, LICENSES

Incumbents may be required to secure professional certification and/or license. Valid Connecticut driver's license may be required.

**The Regional Network of Programs, Inc
Job Description**

Position: Counselor
Division: Clinical Services
Department: Horizons

SUMMARY

In accordance with RNP's Mission Statement, Philosophy of Client Care and Code of Ethics as stated in the Personnel Policies and under the supervision of the Department Director or Clinical Coordinator counsels individuals and/or groups regarding substance abuse problems and co-occurring disorders, and develops and implements therapeutic treatment plan by performing the following duties.

CORE FUNCTIONS

Conducts screening, intake, orientation and assessment of clients to obtain information concerning substance abuse and medical history or other pertinent information.

Implements therapeutic treatment using approved methods of planning, counseling, case management and crisis intervention to assist clients in overcoming substance abuse disorders and other problems.

Consults with medical doctor or other specialists concerning treatment plan and amends plan as directed.

Provides information and education to individuals and groups concerning substance abuse and mental health disorders (co-occurring disorder).

Refers clients to supportive services to supplement treatment and counseling.

55% of work week is spent providing direct care services including intake evaluations, individual group and/or couples/family sessions.

Prepares and maintains records on assigned caseload and issues reports.

Assumes all other appropriate duties as deemed necessary by the supervisor

CORE COMPETENCIES

Bachelor's degree in the behavioral sciences and two (2) years experience in counseling preferred; or equivalent combination of education and experience.

Knowledge of principles and techniques of counseling. Ability to gather, analyze and evaluate information pertinent to the care of clients. Knowledge of the physical, psychological, social and economic effects of substance abuse, homelessness, medical and mental health issues. Knowledge of community resources. Considerable knowledge of federal and state laws and regulations regarding client confidentiality. Ability to establish and maintain cooperative professional relationships. Excellent communication skills. Ability to project a professional image.

CERTIFICATES, LICENSES

Incumbents may be required to secure professional certification and/or license. Valid Connecticut driver's license may be required.

The Regional Network of Programs, Inc
Job Description

Position: Counselor
Division: Clinical Services
Department: New Prospects, Co-Occurring Enhanced Intensive Residential Program

SUMMARY

In accordance with RNP's Mission Statement, Philosophy of Client Care and Code of Ethics as stated in the Personnel Policies and under the supervision of the Clinical Coordinator counsels individuals, groups and families regarding substance abuse problems and mental health and develops and implements integrated therapeutic treatment plans by performing the following duties.

CORE FUNCTIONS

Conducts screenings, intakes and integrated assessments of clients to obtain information concerning substance use, mental health, medical history and all other pertinent information.

Ability to utilize identified screening/assessment tools and stage-wise interventions & treatment models.

Conducts therapeutic treatment utilizing best practices of counseling, case management and crisis intervention in assisting clients toward the recovery process.

Conducts observed self-administration of medications as per medication orders and documents all on MAR.

Consults with on-site medical staff (Psychiatrist, RN, and HIV Coordinator) and other specialists concerning assessments, treatment plans, etc. as necessary and amends plan as directed/required.

Understands group dynamics/processes, facilitates groups with a focus on integrated care and documents efforts via individualized clinical notes.

Provides information and education to individuals, groups and families concerning COD.

Refers clients and families to supportive services to enhance treatment & counseling, particularly near discharge.

Prepares and maintains records on assigned caseload and issues reports e.g. ABH reauthorizations in a timely manner based on need for re-cert, SATIS admissions and discharges within 24 hours, service data weekly, co-occurring outcome data at time of discharge of each client.

Monday through Friday 8:00AM to 4:00 PM. Every third weekend (Saturday and Sunday) with Thursday and Friday off.

55% of work week is spent providing direct care services including intake evaluations, individual group and/or couples/family sessions.

Assumes all other appropriate duties as deemed necessary by supervisor.

CORE COMPETENCIES

Minimum of bachelor's degree in the behavioral sciences and four (4) years experience in co-occurring counseling preferred; or equivalent combination of education and experience.

Knowledge of principles and techniques of counseling. Ability to gather, analyze and evaluate information pertinent to the clinical care of clients. Knowledge of the physical, psychological, social and economic effects of substance abuse, homelessness, medical and mental health disorders. Knowledge and experience in the provision of evidence based integrated care. Knowledge of community resources. Considerable knowledge of federal and state laws and regulations regarding client confidentiality. Ability to establish and maintain cooperative professional relationships. Excellent communication skills. Ability to project a professional image.

CERTIFICATES, LICENSES

Incumbents may be required to secure professional certification and/or license (e.g. CAC, SCCD, CCDP). Experience in the provision of integrated co-occurring treatment. Valid Connecticut driver's license required.

**The Regional Network of Programs, Inc
Job Description**

Position: Counselor
Division: Clinical Services
Department: Kinsella Treatment Center

SUMMARY

In accordance with RNP's Mission Statement, Philosophy of Client Care and Code of Ethics as stated in the Personnel Policies and under the supervision of the Department Director or Clinical Coordinator counsels individuals and/or groups regarding substance abuse problems and co-occurring disorders, and develops and implements therapeutic treatment plan by performing the following duties.

CORE FUNCTIONS

Conducts screening, intake, orientation and multi-dimensional assessment of clients to obtain information concerning substance abuse and medical history or other pertinent information.

Implements therapeutic treatment using approved methods of planning, counseling, case management and crisis intervention to assist clients in overcoming substance abuse disorders and other co-occurring issues.

Consults with medical doctor, Psychiatric staff or other specialists concerning treatment plan and amends plan as directed.

Provides information and education to individuals, families and groups concerning substance abuse and mental health disorders (co-occurring disorder).

Refers clients to supportive services to supplement treatment and counseling.

Prepares and maintains records on assigned caseload and issues reports.

Understanding of and ability to provide integrated care for individuals with co-occurring disorders.

55% of work week is spent providing direct care services including intake evaluations, individual group and/or couples/family sessions.

Assumes all other appropriate duties as deemed necessary by the supervisor

CORE COMPETENCIES

Bachelor's degree in the behavioral sciences and two (2) years experience in counseling preferred; or equivalent combination of education and experience.

Knowledge of principles and techniques of counseling. Ability to gather, analyze and evaluate information pertinent to the care of clients. Knowledge of the physical, psychological, social and economic effects of substance abuse, homelessness, medical and mental health issues. Knowledge of

community resources. Considerable knowledge of federal and state laws and regulations regarding client confidentiality. Ability to establish and maintain cooperative professional relationships. Excellent communication skills. Ability to project a professional image.

CERTIFICATES, LICENSES

Incumbents may be required to secure professional certification and/or license. MATS certified preferred, and/or CAC and SCCD. Valid Connecticut driver's license may be required.

The Regional Network of Programs, Inc Job Description

Position: HIV/AIDS Counselor/Outreach Worker
Division: Clinical Services
Department: Special Populations

SUMMARY

In accordance with RNP's Mission Statement, Philosophy of Client Care and Code of Ethics as stated in the Personnel Policies and under the supervision of the Department coordinator the HIV/AIDS Outreach Worker will identify persons infected and at risk for HIV/AIDS.

CORE FUNCTIONS

Seeks out clients and assists individuals in the community who are in need of HIV/AIDS services, places clients in treatment at RNP or refers persons to specific community agencies for service.

Visits individuals and families in their homes to explain supportive services and resources available to persons needing special assistance with HIV/AIDS information, risk reduction and prevention methods.

Speaks before neighborhood groups to establish communication and rapport between persons in community and agency, to publicize HIV/AIDS services available.

Follows up all contacts and prepares and submits reports of activities.

Maintains files and records of work activities to provide access to and retrieval of data.

Provides counseling, crisis intervention services, transportation and referrals to appropriate provider when necessary.

Assumes all other appropriate duties as deemed necessary by the supervisor

CORE COMPETENCIES

Associate's degree or CAC preferred. Knowledge of substance abuse treatment and HIV/AIDS education and prevention methods. Ability to assume initiative. Knowledge of community-at-large. Considerable knowledge of federal and state laws and regulations regarding client confidentiality. Ability to establish and maintain cooperative professional relationships. Excellent communication skills.

CERTIFICATES, LICENSES

Incumbents may be required to secure professional certification and/or license. Valid Connecticut driver's license may be required.

The Regional Network of Programs, Inc.
Job Description

Position: Life Skills Facilitator
Division: Clinical Services
Department: Prospect House

SUMMARY

In accordance with RNP's Mission Statement, Philosophy of Client Care and Code of Ethics as stated in the Personnel Policies and under the supervision of the Department Director or Coordinator, provides active daily living training and vocational support to the clients of Prospect House Shelter.

CORE FUNCTIONS

Provides comprehensive life skills training to residents of Prospect House Shelter.

Employs strength based assessments and documents tenant's adjustment and progress with regard to budgeting and finance, employment, food, clothing and behavioral recovery planning

Links clients to community resources and other organizations and arranges appropriate referrals and placement for program participants. Works in collaboration with service providers.

Facilitates weekly groups.

Manages a case load.

Advocates on behalf of clients to increase self-sufficiency and successful living.

Develops and facilitates life skills/vocational groups, workshops, trainings, forums, etc.

55% of work week is spent providing direct care services including intake evaluations, individual group and/or couples/family sessions.

Shares in on-call rotation.

Assumes all other appropriate duties as deemed necessary by Supervisor

CORE COMPETENCIES

Bachelor's degree in the behavioral sciences and two (2) years experience in counseling preferred; or equivalent combination of education and experience. Co-occurring competencies and or credentials are a plus.

Extensive knowledge of life skills principles and techniques. Extensive knowledge of vocational/educational resources. Considerable knowledge of labor and confidentiality laws and regulations. Ability to network with community providers and implement community mapping and development techniques. Knowledge of the physical, psychological, social and economic effects of substance abuse, homelessness, physical and emotional illness. Must be able to work independently. Excellent verbal and written communication skills. Ability to project a professional image.

CERTIFICATES, LICENSES Incumbents may be required to secure professional certification. A valid Connecticut driver's license may be required.

The Regional Network of Programs, Inc
Job Description

Position: Peer Counselor
Division: Clinical Services
Department: Psychiatric Rehabilitation Services

SUMMARY

In accordance with RNP's Mission Statement, Philosophy of Client Care and Code of Ethics as stated in the Personnel Policies and under the supervision of the Coordinator, provide peer support service for individuals requiring multiple assistance sources by performing the following duties.

CORE FUNCTIONS

Provide and document individual counseling, support and advocacy to consumers in developing the skills necessary to achieve personal goals toward recovery.

Facilitate or co-facilitate groups designed to teach recovery-oriented coping skills, self-help strategies and the regular use of wellness tools and document progress.

Facilitate and document groups to teach healthy living, employment, socialization, coping, conflict resolution and illness management and recovery skills.

Assist consumers in creating a Wellness Recovery Action Plan (WRAP).

Provide and document services including travel, training, connecting to neighborhood resources and shopping skills.

Acknowledge and document any and all behavior(s) on the part of the consumers that is considered inappropriate or a cause for concern.

Utilize crisis intervention techniques and contingency plans whenever necessary based on the consumer need and staff assessment.

Advocate on behalf of consumers in receiving the required services to become successful and satisfied in the community.

Establish and maintain cooperative relationships with community resources, service providers and other organizations.

55% of work week is spent providing direct care services including intake evaluations, individual group and/or couples/family sessions.

Assumes all other appropriate duties as deemed necessary by the supervisor.

CORE COMPETENCIES

Trained and certified to deliver peer support services to people with severe and persistent mental illness and substance use disorders. Basic knowledge of mental health, substance abuse and community resources.

Knowledge and skill in applying principles of peer support services and the responsibility for ensuring a recovery-oriented environment with endorsement of the general principles of ethics and boundaries. Considerable knowledge of federal and state laws and regulations regarding consumer confidentiality. Ability to establish and maintain cooperative professional relationships. Excellent communication skills. Ability to project a professional image.

CERTIFICATES, LICENSES

Incumbents may be required to secure professional certification and/or license. Valid Connecticut driver's license may be required.