

TBGHealth

1008 Clemmers Mill Rd., Schwenksville, PA 19473

JOB DESCRIPTION: Cognitive Rehabilitation Specialist

EXEMPT/NON-EXEMPT: Non-Exempt

SUPERVISOR'S TITLE: Clinical Supervisor

WORK SCHEDULE: varies based on location and assignment

SUMMARY OF POSITION RESPONSIBILITIES:

The Cognitive Rehabilitation Specialist provides direct cognitive therapeutic services on both an individual and group basis to adults receiving services at the TBGHealth Structured Day Program and/or the Residential Program. The Cognitive Rehabilitation Specialist acts as a liaison between the members of the Rehabilitation Team, where they are considered to be the Team Leader. The Cognitive Rehabilitation Specialist provides cognitive therapy, case management and community integration support services.

ESSENTIAL DUTIES:

1. Provide 1:1 Cognitive Therapy and/or...
2. Provide cognitive therapy to groups of 8 or fewer in the Structured Day setting.
3. Work directly with the program participant and provide minimum to maximum assistance and/or supervision to promote the program participant's success in daily living tasks, recreational activities and structured day activities.
4. Provides transportation in company vehicles and accompanies resident to medical appointments, personal and group recreational activities, shopping, if appropriate.
5. With the Program Participant (and their guardian, if appropriate) creates the Rehabilitation Plan (goals) according to program timelines.
6. With the Program Participant (and their guardian, if appropriate) reviews and updates the Rehabilitation Plan (goals) according to program timelines.
7. Documents progress on goals in individual and group cognitive sessions.
8. Acts as a liaison with the Supports Coordinator to report changes, needs and progress of participants.
9. Acts as a liaison with family members to communicate progress and needs.
10. Provides direction and supervision to the assigned Habilitation Specialist during Structured Day groups and activities.
11. Adheres to scheduled activities and completes ongoing/routine assignments with residents, as assigned.
12. Supports residents in difficult situations.
13. Identifies changes in residents' behavioral, medical, emotional, cognitive and physical condition and works with the Rehabilitation Team to identify and implement appropriate supports and responses.
14. Implements the resident's rehabilitation, treatment and/or support plans.
15. Assists with medication management after training, if appropriate.
16. Displays flexibility and willingness to respond to changes in operations or program needs by changing program assignments when necessary or assuming other duties as assigned.
17. Completes all appropriate and required documentation and recordkeeping (eg – logs, observation forms, notes, incident reports, behavior reports, fire drill forms, etc) in a timely fashion.
18. Completes all required trainings and in-services.
19. Observes resident confidentiality at all times.

- 20. Works directly with the clinical team and program managers, as well as other team members, to understand, implement, monitor and provide feedback on the effectiveness of rehabilitation plans systems or strategies necessary to support the resident's rehabilitation/habilitation program.
- 21. Communicates all necessary information to the designated team members as appropriate.
- 22. Maintains a professional attitude with resident, family members, clinical staff, management and visitors.
- 23. Demonstrates positive program participant interaction skills.

POSITIONS SUPERVISED: None

LEVEL OF EDUCATION/TRAINING/QUALIFICATIONS:

- 1. Bachelor's Degree in an allied field (Psychology, Social Work, Counseling, or similar). Master's Degree preferred.
- 2. Certified Brain Injury Specialist preferred.
- 3. Minimum 1 year working with persons with a disability, preference given to work with survivors of traumatic brain injury.
- 4. Must be able to read, write, speak and understand the English language.
- 5. Good verbal and written communication skills.
- 6. Good time management skills.
- 7. Valid driver's license with clear driving record, if applicable.

REQUIRED CERTIFICATION/LICENSE: None but CBIS or CBIST preferred.

PHYSICAL DEMANDS: Regularly walk, stand, stoop, sit, kneel, bend, lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; and occasionally drive a motor vehicle.

WORKING CONDITIONS: Work is performed in a classroom like setting; Work is occasionally performed within the larger community; Work exposes staff to contagious or infectious diseases; Work may expose incumbent to dangerous and volatile situations; which could result in bodily injury.

Employee Signature

Date

(I certify that I have received a copy of my job description.)

Dates of annual review of job description and updates, if necessary, and authorized signature of approval		
Date Reviewed:	Date Reviewed:	Date Reviewed:
Approved:	Approved:	Approved:
Date Reviewed:	Date Reviewed:	Date Reviewed:
Approved:	Approved:	Approved:
Date Reviewed:	Date Reviewed:	Date Reviewed:
Approved:	Approved:	Approved: