



JOB ANNOUNCEMENT

POSITION TITLE: Supported Employment Specialist
DEPARTMENT: Buckelew Supported Employment
STATUS: Part-time, non-exempt
REPORTS TO: General Manager

GENERAL SUMMARY:

Bucklelew’s Supported Employment program provides employment supports for individuals with severe and persistent mental illness following an evidence-based practice called the Individual Placement and Support (IPS) supported employment model. This practice has eight core elements including: eligibility based on client choice; focus on competitive employment; integration of mental health and employment services; attention to client preferences; work incentives planning; rapid job search; systematic job placement; and individualized job supports.

This Supported Employment Specialist position works primarily with adults who have a diagnosed mental illness, who are in the County of Marin’s Behavioral Health and Recovery Services (BHRS) system of care, and who have expressed a desire to work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The statements contained in this job description are general details of the position that are necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, and are not an all-inclusive listing of work requirements. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. The employee is responsible to perform other related work that is assigned or that should be performed to do the job well. This is a guideline to help understand the responsibilities of the job and a tool to help measure your performance regarding the position. Also, reasonable accommodations will be made to enable an employee with a disability to perform the essential functions of this position.

1. Conduct intakes to assess all new clients using a variety of modalities to determine their interests, strengths, areas of weakness, and barriers. Complete assessment reports in a timely manner. Continue to assess clients’ vocational functioning on an ongoing basis.
2. Engage clients and establish trusting, collaborative relationships directed toward the goal of competitive employment in integrated job settings.
3. Draw up individual employment goals with clients, case managers, and other treatment team providers and update the plans quarterly. Keep current notes, documentation and reports in clients’ charts and complete other reporting and billing as needed in keeping with regulations required by various funding sources, CARF and MediCal (where applicable). Coordinate paperwork with other team members.
4. Work with clients individually and in groups to discuss co-worker relationships, common problems, develop work schedule, and to address other issues that will facilitate development of “soft” work-ready skills.

5. Work with clients individually to discuss progress toward their goals, give encouragement, direction and support.
6. Meet regularly with treatment team member(s), including BHRS and other case managers, to coordinate and integrate employment services into comprehensive mental health treatment.
7. Help clients in job development and job search activities directed toward positions that are consistent with clients' needs and interests. Assist new clients with individualized job preparation, job development and job placement activities.
8. Based on agreement with clients, provide education and support to employers, which may include negotiating job accommodations and follow-along contact with employers.
9. Upon job placement, provide individualized, time-unlimited, follow-along services such as retention service sand/or job coaching services to help clients sustain employment.
10. Provide outreach services to clients, as necessary, when they appear to disengage from SE services. If necessary, maintain some contact with clients even without a vocational focus to sustain engagement.
11. Be a positive ambassador for the program and agency in the community. Spend an appropriate amount of time in the community to engage and support clients, family members, and employers.
12. Assist in case management/tracking of clients to ensure service outcome goals are met.
13. Keep supervisor informed about client progress and any anticipated problems or issues.
14. Actively participate in regular meetings with program staff and attend relevant trainings as needed and/or assigned.
15. Participate in the maintenance of a positive, safe, open and cooperative environment at Buckelew for both clients and staff.
16. Perform other duties as requested by General Manager.

QUALIFICATIONS:

Education and Experience: An undergraduate degree in mental health or social services, personnel management and/or vocational services, or the equivalent combination of education and experience with this specific population, is required. At least two years' experience working in vocational services, preferably with persons with severe mental illness, required. Strong consideration will be given to applicants with education and experience in the social sciences/psychology/mental health field.

Skills and Abilities: Strong computer skills including intermediate MS Office skills, Internet research and past experience with database systems. Excellent verbal and written communication skills. Ability to work autonomously with focused direction, advocate for team approach, utilize strong organizational skills, project appropriate confidence, listen well, problem solve in on-the-spot situations, remain calm and reassuring in unexpected situations. Ability to work in an independent, organized, calm and reassuring manner using good boundaries and good judgment; to be reliable, dependable and flexible; and to accept supervision, suggestions and feedback. Must have interest in working with persons with a mental and/or behavioral health disability. Ability to work within all the rules, regulations, and policies that govern agency compliance. Organizational skills required as well as a flexible schedule and hours may vary and include evening work at times. California drivers' license, with an insurance DMV record as well as the use of a personal vehicle for business use (mileage will be reimbursed monthly).

Physical Requirements: Capable of the following intermittent activities: stretching, bending, kneeling, twisting, squatting, reaching above or below the shoulder, pushing, grasping, and lifting up to 20 pounds. Capable of the following extended activities: walking, driving, writing, standing, hearing and sitting. Vision requirements: Ability to see information in print and/or electronically.

Status: Part-time, non-exempt

Wage: \$19-\$21/hr

To Apply:

Please send cover letter and resume to:

Dave Ohman

daveo@buckelew.org

Buckelew Programs reserves the right to modify, interpret, or apply this job description in any way that does not violate federal, state, and local laws and regulations and Buckelew's policies and procedures. This job description is not an employment contract, implied or otherwise. The employment relationship remains "At-Will." The abovementioned job requirements are subject to change to reasonably accommodate qualified employees who, because of a physical or mental impairment that significantly limits a major life activity, require a reasonable accommodation to perform the essential functions of this position.