

Title: Supported Employment Specialist - IPS

Classification: FT, hourly, non-exempt

Summary: Carries out the services of the SE Program through Individualized Placement and Supports (IPS) Supported Employment by assisting clients obtain and maintain employment that is consistent with their vocational goals.

Required Experience Qualifications:

- BA/BS in relevant field or equivalent experience
- Completion of the Kentucky SE CORE Training Series required either by time of hire or as soon as possible within 6 months after date of hire
- Maintains annual education requirement to provide Supported Employment Services in the State of Kentucky

Skills and Knowledge Required

- Experience working with people with serious mental illness, experience providing employment services, and knowledge of the work world are required.
- Sensitivity to people struggling with mental health and substance use diagnosis
- Well organized, detail oriented, and good time management skills
- Strong interpersonal, oral and written communication skills
- Demonstrate familiarity and ability to navigate and utilize Microsoft Office programs (Word, Excel, Power Point, Outlook); perform data entry (Access); keep good records
- Functions as an active SE team member to ensure clients' employment needs are met and program goals and deliverables are met.

Duties and Responsibilities:

- Regular and timely data entry so that all needed reports are obtainable
- Represent the agency in a positive, professional manner at all times
- Works cooperatively and respectfully with all agency programs, co-workers, volunteers, clients, community members, and funders
- Carries out other duties as assigned, such as attending MHA staff meetings, actively participating in a staff committee (Education or Wellness), submitting written monthly staff reports, assisting with other agency activities as needed
- **Client Engagement:** Engages clients and establishes trusting, collaborative relationships directed toward the goal of competitive employment.
 - Assists clients in obtaining information about their benefits (e.g., SSI, Medicaid, etc.) and how they will be affected by employment in order for clients to make good employment decisions. Refers clients to benefits counseling, as needed.
 - Assesses clients' vocational functioning on ongoing basis utilizing background information and work experiences. With the client's permission, provides education and support to family members. Discusses client's preference for disclosure of psychiatric status to employers.
 - Provides individualized follow-along supports to assist clients in maintaining employment.

- Provides outreach services as necessary to clients when they appear to disengage from the service. Uses a variety of methods to provide outreach.
- Develops an individual employment plan with the client, mental health worker, other treatment team providers and updates it quarterly. Develops job support plans with the client using input from the client, mental health workers, family members, past employment experiences and information about current job.
- Provides supported education, using principles similar to supported employment, for clients who express interest in education to advance their employment goals.
- **Employer Engagement:** Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people on his/her caseload, following the principles and procedures of supported employment.
 - Conducts a minimum of six employer contacts per week to learn about the needs of the business (hiring practices and preferences), describe supports offered by the program and describe client strengths that are relevant to the position.
 - Provides education and support to employers as agreed upon by clients that may include negotiating job accommodations and follow-along contact with the employer.
 - Investigates the local business community in order to learn about different employers and types of jobs available.
- **Meeting Attendance and Facilitation:**
 - Attend weekly SE Unit Team meeting to discuss client needs and barriers
 - Actively participate in weekly treatment team meetings by preparing client situations to present during treatment team
 - Host face-to-face meetings with vocational rehabilitation counselors once a month to coordinate services for clients.
- Spends 65% or more of scheduled work hours in the community. For example, meets client at community locations such as home, workplace, coffee shop, library, One-Stop, VR office, family home, etc. or takes client to apply for jobs, investigate local GED or colleges, etc.
- Meets agency goals for number of placements, and other services to provide each year.
- Writes person-specific plans that are congruent with each person's goals and includes specific steps that will be taken to meet those goals.
- Provides timely documentation that meets requirements of various funding sources including VR, Medicaid, and others.

Reports to: Director of Clinical Care Coordination

Travel: local travel and occasional out of town travel for training - driving and proof of insurance required

Salary Range: \$

Hours: 40 hours per week.