

IPS Supported Employment Specialist

MINIMUM QUALIFICATIONS: High diploma required. Education and experience equivalent to an undergraduate degree in mental health, social services, or business preferred. Experience working with people with serious mental illness, providing employment services and knowledge of the work world preferred. Must have a valid drivers license, a clean driving record and automobile insurance.

Salary range: \$15.50-\$18.00 (based on experience)

PRIMARY JOB FUNCTIONS AND PERFORMANCE EXPECTATIONS:

1. Adheres to Central Alabama Wellness Policies and Procedures in a consistent manner.
2. Carries out the services of the IPS Supported Employment program by assisting clients to obtain and maintain employment that is consistent with the clients' vocational goals.
3. Engages clients and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community job settings with individuals without psychiatric disabilities.
4. Assists clients in obtaining information about their benefits and how they will be affected by employment for clients to make good decisions about employment opportunities and refers clients to benefits counseling, as needed.
5. 3. Assesses clients' vocational functioning on an ongoing basis utilizing background information and work experiences.
6. Provides education and support to family members, with client's permission.
7. Discusses client's preference for disclosure of psychiatric status to employers.
8. Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of clients, following the principles and procedures of supported employment.
9. Conducts a minimum of six employer contacts per week which are designed to learn about the needs of the business, describe support offered by the program and describe client strengths that are relevant to the position.
10. Provides individualized follow-along support to assist clients in maintaining employment.
11. Provides education and support to employers as agreed upon by clients that may include negotiating job accommodation and follow-along contact with the employer.
12. Utilizes a variety of outreach services as necessary to clients when they appear to disengage from the service.
13. Attends weekly meetings with mental health treatment team and communicates individually with team members between meetings in order to coordinate and integrate vocational services into mental health treatment.
14. Has at least monthly face to face meetings with vocational rehabilitation counselors to coordinate services for clients.
15. Develops an individual employment plan with the client, mental health worker and other treatment team providers, which is updated quarterly.
16. Develops job support plan with the client using input from the client, mental health workers, family members, past employment experiences and information about current job.

17. Spends 65% or more of scheduled work hours in the community (meets clients at community locations such as home, workplace, VRS, or any location agreeable to the client; takes client to apply for jobs, investigates vocational and educational opportunities based on client needs, etc.).
18. Provides supported education using principles similar to supported employment for clients who express interest in education to advance their employment goals.
19. Participates in weekly IPS Supported Employment Program supervisory meetings following the supported employment model in which strategies are identified and job leads are shared.
20. Promotes IPS Supported Employment Program to all CSMHC programs for client referrals to the program.
21. Maintains a caseload not to exceed 20 clients.
22. Is responsible for a minimum of 12 number of job starts per year or maintaining 62% employment on caseload.
23. Provides timely documentation that meets requirements of various funding sources (DMH, Vocational Rehabilitation, Medicaid, etc.).
24. Provides coverage for other IPS Supported Employment Specialist when needed.
25. Participates in presentations to CAW staff related to the IPS Supported Employment Program on an at least bi-annual basis.
26. C. Completes all CAW required training as assigned.
27. D. Complete other related duties assigned by the supervisor.
 - a. Execute these duties and responsibilities in a timely and accurate manner.
 - b. Treats such duties with the same importance with relationship to confidentiality and priority as other duties and responsibilities unless otherwise instructed.

Signature _____ Date _____