

Job Description

1. Title of position: Supported Employment Specialist

2.1. Description of duties: The incumbent is responsible for working with individuals with behavioral health diagnosis obtain competitive employment or assist with the path to employment. Also, incumbent assist individuals with maintaining employment that is consistent with their vocational goals.

2.2. Description of responsibilities:

- Provides direct employment assistance in the community to a caseload of approximately 15 adult individuals who have a mental illness. Assists with job applications, resumes, interviewing skills, job leads, job placement, job development, benefits counseling, job coaching or any other services necessary for the person to become employed and/or retain employment.
- Develop individualized employment plan for clients. Incorporate input from behavioral health team and family members with the client's consent.
- Serve as liaison to the benefits counseling contractor by referring clients who are on or have applied for SSI/SSDI to benefits. Develop a basic knowledge of SSI/SSDI work incentives in order to conduct individual meetings with participants and their families/payees to provide information on benefits and incentives. Work collaboratively with the direct supervisor in adhering to contract requirements of ensuring that one individual receives benefits counseling sessions monthly. Make the referrals to the contract agency providing benefits counseling and attend scheduled benefits sessions with individuals.
- Provide individualized follow-along supports to assist clients in maintaining employment. Writes job support plans with clients incorporating input from the mental health team.
- Network and collaborate with local employers to obtain potential job leads for clients. Conduct a minimum of six employer contacts weekly to assist with job development for clients.
- Maintains client files including documentation of progress and performs all duties in compliance with ethical standards, HIPAA guidelines, and Louisiana Rehabilitation Services requirements when applicable.
- Meets with direct supervisor for face to face supervision. Participates in all team meetings for clients including but not limited mental health team, employers etc.

3. Qualifications for position:

- Education and experience equivalent to undergraduate degree in social services and business. Experience in working with individuals with severe mental illness, providing employment services and ability to work as an effective team player.
- Minimum one-year experience providing direct services to persons with serious mental illness or substance use disorders

4. Supervisory relationships: Reports to Housing Team Leader/Program Director

5. Skills and knowledge required

- Must be able to speak and write effectively
- Flexible and creative in attitude and approach
- Ability to work well with clients who have special needs and/or who have Limited English Proficiency
- Sensitive to the needs of the recovering and the dually diagnosed, be able to work as part of a recovery team
- Knowledge of behavioral health diagnosis, symptoms and treatment
- Computer literate (i.e. Microsoft Word, Excel & Power Point)

6. Amount of travel and any other special conditions - local travel as needed to service locations

7. Salary range \$30,000- \$40,000

8. Hours per day or week: 40 hours/week