



**South Peninsula
Behavioral Health Services, Inc.**

3948 Ben Walters Lane, Homer, Alaska 99603

Vacancy Announcement: 2019-003

Classification: Fulltime (30+ Hours a week, benefits, non-exempt)

Department: Adult Rehabilitation Services (Journeys)

Starting Pay: (\$15 - \$20 per hour) pay is dependent upon experience, and education

Position: Employment Specialist

Opening Date: 11 February 2019

Closing Date: 28 February 2019

General Description of Duties and Responsibilities:

The Employment Specialist carries out the services of the Supported Employment program by assisting clients to obtain and maintain Competitive employment that is consistent with their vocational goals.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions

1. Engages clients and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community job settings with other workers who do not necessarily have disabilities.
2. 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 decisions about employment opportunities. Refers clients to benefits counseling, as needed. Helps clients report earnings, as needed.
3. 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.
4. 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 IPS supported employment.
5. Conducts a minimum of six employer contacts per week. Employer contacts are designed to learn about the needs of the business, describe supports offered by the program and describe client strengths that are relevant to the position.
6. Provides individualized follow-along supports to assist clients in maintaining employment. Writes job support plans with clients and incorporating input from the mental health team. Adjusts plan according to clients' needs and preferences.
7. Provides education and support to employers as agreed upon by clients, which may include negotiating job accommodations and follow-along contact by the employment specialist with the employer.
8. Provides outreach services as necessary to clients when they appear to disengage from the service. Uses a variety of methods to provide outreach.
9. Provides timely interventions. Returns phone calls and reacts to situations in a timely manner. For example, returns client phone calls within 24 hours. Goes to see employers about job loss or job problems within 24 hours. Follows up on job leads within 48 hours. Meets with clients within one week prior to job starts and within three days after job starts.
10. Participates in 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.
11. Participates in face-to-face meetings with vocational rehabilitation counselors at least once a month to coordinate services for clients.
12. Develops an individual employment (and/or education) plan with clients. Incorporates input from mental health team and family members, with permission.
13. Spends 65% or more of scheduled work hours in the community. For example, meets clients at community locations such as home, workplace, coffee shop, meeting with potential employers, library, One-Stop, VR office, family home, etc. or takes clients to apply for jobs, investigate local GED or colleges, etc.
14. Provides supported education, using principles similar to supported employment, for clients who express interest in education to advance their employment goals.

Competencies:

1. Problem solving and conflict resolution
2. Communication Proficiency
3. Ethical Conduct
4. Personal Effectiveness/Credibility
5. Thoroughness
6. Decision Making

Supervisory Responsibility: This position has no supervisory responsibilities

Work Environment:

This position operates in a professional office environment in a community mental health center and in the community. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The employee will have frequent interaction with persons experiencing mentally illness, disability or are emotionally upset.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee frequently lifts or moves objects weighing up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. This position has mostly an inside work environment and occasional outside work with exposure to weather conditions.

Position Type and Expected Hours of Work:

This is a part-time position (over 30 hours a week), typical hours of work will be during the day Monday through Friday with occasional evening and weekend work may be required as job duties demand.

Travel: Significant travel is expected for this position within the SPBHS service area of the Southern Kenai Peninsula.

Required Education and Experience:

1. Education and experience equivalent to undergraduate degree in human services.
2. Experience working with people with severe mental illness.
3. Experience providing employment services, and knowledge of the work world are preferred.
4. Ability to work as effective team player is essential.
5. Experience in completing tasks requiring attention to detail and adherence to policies and procedures.

Preferred Education and Experience:

1. Two to three years of experience working in human services.
2. Two to three years of providing employment experiences.
3. Bachelors degree in psychology, social work or human resources.

Additional Eligibility Qualifications:

1. Valid Alaska Driver's License with a clean driving record.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply, turn in a completed application with resume in person at 3948 Ben Walters Lane, Homer, AK 99835, email to hr@spbhs.org or fax to (907)235-2290. Applications can found at www.spbhs.org.

South Peninsula Behavioral Health Services, Inc. is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or another characteristic protected by law.