

Job Description

Job Title: IPS Specialist

Pay Range: \$16.28- \$22.54

Reports To: IPS Supervisor

Classification: Non-exempt, Full-time, Part-Time

Summary: Carries out the services of the Individual Placement and Support (IPS) grant program by assisting clients to obtain and maintain competitive employment that is consistent with their vocational goals.

Essential Functions:

1. Engages clients and establishes trusting, collaborative relationships directed toward the goal of obtaining competitive employment in community job settings as an intervention to symptoms of mental illness.
2. Assists clients in obtaining information about their benefits (e.g., SSI, Medicaid, etc.), 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.
4. Conducts job development and job search activities following the principles and procedures of IPS supported employment.
5. Conducts a minimum of six employer contacts per week.
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.
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 with mental health treatment team and communicates individually with team members to coordinate vocational services into mental health treatment.
11. Participates in face-to-face meetings with vocational rehabilitation counselors to coordinate services for clients.
12. Develops an individual employment (and/or education) plan with clients.
13. Spends 65% or more of scheduled work hours in the community.

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

CONTINUATION: Employment Specialist

Competencies:

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

Work Environment:

This position operates in a professional office environment in a community mental health center and majority of the time working out 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 who are mentally ill, disabled or 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 communicate with other employees, clients, and/or community members. The employee is regularly required to stand; walk; sit; use a computer and other office equipment. The employee may lift or move objects weighing up to [10]. 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 or full-time position depending on the needs of the program and community. Typical work is scheduled Monday-Friday between 8am and 5pm and days are flexible to meet the specific needs of clients. Evening and weekend work may be required.

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

Required Education and Experience:

1. H.S Diploma
2. Experience in human/social services.
3. Experience in completing tasks requiring attention to detail and adherence to policies and procedures.
4. 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.