



Job Title:	Supported Employment Specialist	Job Class:	Program Support
Reports To:	Program Manager	Grade:	6
Status:	Non-Exempt		

POSITION SUMMARY

Assists clients to obtain and maintain employment that is consistent with their vocational goal. Emphasis in job development, job placement and post-employment follow up. Provides comprehensive case management services, which include a continuum of high to low intensity services designed to improve or maintain a client’s ability to successfully function in the community.

CORE RESPONSIBILITIES

- Works with clients to help establish job placement and access to appropriate community resources fostering client independence in community living
- Provides vocational assessment and assists with pre-vocational skill development
- Provides vocational services to clients with mental illness
- Integrates management services with multidisciplinary team formulating of job development, placement, post-employment follow up, and rehabilitation programs on behalf of client
- Prepares timely reports and works cooperatively with the Division of Vocation Rehabilitation (DVR) to determine eligibility for employment
- Coaches family members to assist with and provide support for clients
- Maintains accurate and timely clinical records consistent with Center standards
- Participates in meetings, in-service, and supervisory sessions as required
- Performs other job duties as assigned

EDUCATION

Bachelor’s degree in Psychology, Social Work, or other Human Services field

SKILLS, KNOWLEDGE, AND ABILITIES

- Ability to work well with special population clients while maintaining appropriate boundaries
- Identifies, nurtures, and supports client rights to make independent decisions when possible
- Knowledge of community resources, and assisting clients in obtaining information about their benefits
- Ability to serve wide range of consumers, including culturally diverse populations
- Knowledge of cultural issues that may have a bearing on service provisions
- Effective written and verbal communication skills
- Ability to update consumer records, document actions, and complete other paperwork in a timely manner
- Computer literacy to include basic skills in e-mail communication and word processing
- Ability to work as a team member
- Ability to work on-call hours
- Ability to travel within the Center’s service area or to other locations as needed



I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities and the core competencies that are needed to complete my role.

Employee Signature

Date

Supervisor Signature

Date