

Position Description: Individual Placement and Support/Employment Specialist

Duties and Responsibilities:

1. Engages individuals in the ACT Program and establishes trusting, collaborative relationships directed toward the goal of competitive employment that is consistent with their vocational goals.
2. Assists individuals in finding and keeping competitive employment while providing supports in employment search, completing applications, and the interview process.
3. Develops individual employment plans with clients with input from other treatment team members.
4. Provides supports necessary for the individual to remain successfully employed.
5. Attends ACT team meetings three times per week.
6. Completes documentation including service delivery within established time frames.
7. Complies with all agency policies and procedures.

Qualifications and Other Skill or Knowledge Requirements: High School diploma required and bachelor's degree in social work, psychology, sociology or related field preferred. Must be able to communicate effectively both orally and in writing and with persons of diverse backgrounds and perspectives. Understanding and consistent articulation and practice of recovery principles, person-centered care, motivational interviewing, and trauma informed care. Familiarity with the employment community and available resources.

Supervisory Relationships: Reports to ACT Team Leader, Clinical Director, and Project Director.

Amount of Travel and Any Other Special Conditions or Requirements: Regular local travel. Must be 21 years of age. Valid driver's license and proof of auto insurance required.

Salary Range: \$16 to \$16.96 per hour

Hours per Day or Week: 20 hours per week (part-time).