



POSITION TITLE: IPS Employment Specialist

REPORTS TO: Fidelity Programs Manager

SUPERVISES: No supervisory duties

FLSA STATUS: Part-time, (20 Hour Expectation) Non-Exempt

FTE: IPS .5FTE

SALARY: DOE

POSITION SUMMARY:

IPS Employment Specialist

General Statement Of Duties

Carries out the services of the IPS Supported Employment program by assisting clients in obtaining and maintaining employment that is consistent with their vocational goals.

Distinguishing Characteristics

Be patient and comfortable relating to individuals with a mental health diagnosis. Be hopeful about every person's ability to succeed in employment. Be someone who can think of more than one possible solution to a problem. Be able to present him or herself in a professional and confident manner. May have a gregarious, "sales" personality or may be quiet, yet persistent. Be a good listener—interested in learning about other people. Willing and able to provide adequate written documentation of services rendered in order to satisfy Federal and State requirements.

Principal Duties And Responsibilities

Encounterable Services:

- Engages clients and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community job settings with other workers without psychiatric disabilities.
- 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.
- 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.

- 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 supported employment.
- 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.
- Provides individualized follow-along supports to assist clients in maintaining employment.
- Provides education and support to employers as agreed upon by clients that may include negotiating job accommodations and follow-along contact with the employer.
- Provides outreach services as necessary to clients when they appear to disengage from the service. Uses a variety of methods to provide outreach.
- Develops an individual employment plan with the client, mental health worker, other treatment team providers and updates it quarterly. Develops job support plans with the client using input from the client, mental health workers, family members, past employment experiences and information about current job.
- Spends 65% or more of scheduled work hours in the community. For example, meets client at community locations such as home, workplace, coffee shop, library, One-Stop, VR office, family home, etc. or takes client to apply for jobs, investigate local GED or colleges, etc.
- Provides supported education, using principles similar to supported employment, for clients who express interest in education to advance their employment goals.

Paperwork:

- Provide times and accurate documentation for billable services provided to clients in accordance with WVCW, State and Federal policies

Miscellaneous:

- Attends 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.
- Has face-to-face meetings with vocational rehabilitation counselors at least once a month to coordinate services for clients.

Desirable Qualifications

Some experience with and/or understanding of the special needs of persons who have a history of mental or emotional problems. Good writing and speaking skills. Past experience working in the human services field. General familiarity with mental health terminology. Other desirable personal characteristics would include tolerance, tact, the ability to control emotions in stressful situations and demonstrated functional maturity.

Experience and Training

Education and experience equivalent to undergraduate degree in mental health, social services, or business. Experience working with people with serious mental illness, experience providing employment services, and knowledge of the work world are preferred. Ability to work as an effective team player is essential.

EASA: Facilitates coordination of care for high risk children and their families in a manner that is culturally and linguistically sensitive as well as trauma informed; acts as EASA Case Manager, providing outreach and education around psychosis risk syndromes, acting as liaison for screenings and assessments; facilitating multi-family groups; and providing administrative support to EASA team.

EXPERIENCE/QUALIFICATIONS AND TRAINING:

- This position requires a Bachelor's degree in social work, counseling, psychology or other related human services field and a minimum of 2 years of experience working with individuals with mental illness.
 - Alternatively, candidate may qualify as a QMHA with appropriate experience to facilitate all aspects of this position
- Individual should have a working knowledge of comprehensive community mental health services, including the interaction of all mental health as it relates to psychiatry and primary health care;
- Must be able to develop cooperative relationships with clinicians, other staff and managers, clients and their families, and the community.
- Must be able to maintain excellent working relationships with physicians, law enforcement agencies, the court, public and private administrators; must be familiar with ISSR (Integrated Service & Support Rule) and other OAR's and ORS;
- Must be computer literate and have the ability to utilize word processing and other software programs; Familiarity with Electronic Health Records strongly preferred
- Must be able to adhere to rules and laws pertaining to client and employee confidentiality;
- Must be able to communicate information in both oral and written form and have the ability to present and exchange information internally across teams and co-workers, and externally with clients and the public; and maintain licensure.
- Working knowledge of community mental health and community services is required.

- Must be able to develop good relationships with clients, families and service providers in the community, and communicate clearly in verbal and written format.
- Experience working with children, adolescents and families is required.
- Must be able to prepare concise and complete written documentation of services plans and notes.

PHYSICAL DEMAND:

While performing the essential duties of this job, the employee is regularly required to use office automation including computer and phone systems that requires fine manipulation, grasping, typing and reaching. Sitting for several hours, working with clients, reviewing reports and other written materials, and talking on the phone. This position may occasionally be required to stand; stoop, kneel or crouch; climb or balance; lift up to 20 pounds. Providing school services requires walking and using stairs. The employee should possess a valid driver's license for vehicle travel between business offices and schools and to attend required meetings and/or training.

WORK ENVIRONMENT:

Work is performed in an office environment and the noise level is usually moderate, but occasionally may be exposed to loud noise such as raised voice levels and alarms. Occasionally the work environment may extend to other community offices, client's homes, and the hospital. This position may be exposed to the everyday risks or discomforts which require normal safety precautions typical of such places as an office (i.e., moving mechanical parts, airborne particles, and electrical shock.) This position may be exposed to traumatic histories of service recipients which could result in vicarious trauma.

CONFIDENTIALITY: This position requires the handling of highly confidential information. Must adhere to rules and laws pertaining to client confidentiality.

COMMUNICATION SKILLS: Must be able to communicate information in both oral and written form with the ability to present and exchange information internally across teams and co-workers, and externally with clients and the public, Information communicated ranges from routine/ basic information to complex and confidential information

LEADERSHIP & TEAMWORK: Must be able to work effectively and constructively with other office staff, clinicians, the administrative team and all other staff. Participates in staff meetings.

Reasonable accommodations may be made to enable persons with disabilities to perform the essential function.

Wallowa County Center for Wellness is an equal opportunity employer.

To apply, submit resume and cover letter to

HR@wvcenterforwellness.org

or bring your resume to:

207 SW 1st Street, Enterprise, OR 97828