

Assertive Community Treatment (ACT) Supported Employment Specialist

This employee will assist clients in developing goals related to education, employment, vocational rehabilitation, or volunteer opportunities that will ensure positive outcomes for clients.

Responsibilities:

- Engage clients in establishing trusting, collaborative relationships directed toward the goal of competitive employment in community settings.
- Assist clients in learning how benefits will be affected by earned income.
- Help clients think about long-term employment goals, work history, strengths, justice involvement, and other factors that are related to and may affect vocational goals.
- Complete career profile for each client, and assist client with updating the profile as new experiences occur.
- Develop individual employment plan with client that incorporates information from the client's employment goals. Collaborate with the ACT team and other providers regarding information that may be included in this plan and will be coordinated with comprehensive plan of care.
- Support clients in connecting to, engaging with, and following through with employment opportunities.
- Provide outreach services to potential employers, educators, community partners, and other networking contacts to promote positive community connections.
- Work as a liaison between client and potential employer to assist with orientation, training, and engagement.
- Ability to work as an effective team member.
- Maintain accurate and up-to-date records, including but not limited to: progress notes, assessments, plan of care, and other documentation that may be needed.
- Attend all mandatory meetings including but not limited to staff meetings, supported employment meetings, daily ACT meetings, vocational rehabilitation meetings, and clinical supervisions.
- Must have reliable transportation. The supported employment specialist will spend a good portion of their work time in the community including driving clients in their car.
- Ability to work independently.
- Complete work using the IPS supported employment fidelity model as well as the ACT fidelity model.
- Work on-call as needed.
- Other tasks as assigned.

Qualifications:

- QMHA or eligible to become QMHA
- Prior experience as a vocational specialist preferred.
- Prior experience working with people diagnosed with severe and persistent mental illness (SPMI) preferred.
- At least two years experience providing direct services to individuals dually diagnosed with mental health concerns and substance use issues
- Training in Individual Placement and Support (IPS) or willingness to be trained in IPS
- Minimum of two years sobriety / clean time, if in recovery.
- Ability to pass a background investigation for all potential hires in order to determine any history of sexual and child abuse and / or any other relevant history.
- Experience working within the American Indian/Alaska Native population highly desirable.

Employee Signature

Date