

Adapt is currently recruiting for a Full Time IPS Supported Employment Specialist!

POSITION PURPOSE:

The Employment Specialist, Carries out the services of the IPS Supported Employment program by assisting clients to seek, obtain, and maintain a career that is consistent with their vocational goals. The Employment Specialist will provide support for educational goals that will assist a participant to either start, maintain, or advance in a career that meets their personal vocational goals.

Provision of treatment services are informed by the Individual Service and Support Plan (ISSP) and clinically supervised by the primary clinician. Services are provided within a program for Compass Behavioral Health in consultation with the treatment team. This classification provides advocacy and linkage in planning, monitoring, coordination, and implementation of the treatment interventions as identified in the ISSP. In addition, the Employment Specialist assists individuals in problem-solving to reduce barriers to recovery and support the development of resources within the community while coordinating services with other community and treatment providers.

This position will provide direct billable services that meet the current standards set by the Executive Director. The employee will adhere to all applicable Compass Behavioral Health ethics policies, procedures and guide lines including but not limited to HIPAA requirements.

ESSENTIAL JOB RESPONSIBILITIES:

- **Direct Billable Services:** provides IPS Supported Employment services to members as directed by a QMHP in line with fidelity established for IPS Supported Employment and documented in the Individual Service and Support Plan (ISSP); uses interventions informed by Evidence-based Practices endorsed by Compass Behavioral Health.
- **Consultation/COORDINATION:** actively promotes the harmonious delivery of services through coordination of interventions in collaboration with treatment team and Vocational Rehabilitation team members achieved by ongoing communication and active problem solving with the treatment team regarding outcomes, barriers and case observations.
- **DOCUMENTATION :** maintains and completes required records, reports, documentation as required by departmental policy and state and federal law.
- **Community Based Services:** as many of the services are provided with in the community and throughout Douglas County, driving is an essential and daily function of this position; transports individuals, family members and other supports to/from services.
- **TRAINING/SUPERVISION:** participates in professional development through individual and group supervision, unit and agency staff meetings, workshops and Essential Learning tutorials; develops, modifies, and or obtains training programs and materials in consultation with Lead and Program Director; promotes peer professional development by sharing training materials and or training others in successful interventions.
- Will be required to achieve productivity standards as set forth and outlined by your Program Director.
- Maintain compliance with regard to state, federal and Compass Behavioral Health guidelines including but not limited to accurate and timely documentation.
- **Emergency Response:** This employee has been identified as a staff member expected to report for duty following activation of a public health emergency response plan.

- Engages clients and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community job settings with other workers who do not necessarily have 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. Helps clients report earnings, 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 IPS 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. Writes job support plans with clients and incorporating input from the mental health team. Adjusts plan according to clients' needs and preferences.
- 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.
- Provides outreach services as necessary to clients when they appear to disengage from the service. Uses a variety of methods to provide outreach.
- Participates in face-to-face meetings with vocational rehabilitation counselors at least once a month to coordinate services for clients.
- Develops an individual employment (and/or education) plan with clients. Incorporates input from mental health team and family members, with permission.
- Spends 65% or more of scheduled work hours in the community. For example, meets clients at community locations such as home, workplace, coffee shop, meeting with potential employers, library, One-Stop, VR office, family home, etc. or takes clients 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
- Other duties as assigned.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIRED:

- Education and/or experience equivalent to undergraduate degree in mental health, social services, or business. Experience working with people with severe mental illness, experience providing employment services, and knowledge of the work world are preferred. Ability to work as an effective team player is essential.
- Regular and consistent attendance is required. Work is performed in a variety of environments including facility, community, and within the home. Work may involve bending, hearing voice conversation, keyboarding, lifting up to 34 pounds, sitting, standing, walking, and driving. Considerable attention is given to personal safety when in contact with potentially aggressive clients. Employees must maintain a positive mental attitude and a tolerance for pressure

situations. Position requires driving a vehicle, a satisfactory driving record must be provided upon employment.

Excellent salary and great benefits available. Adapt offers medical insurance plans to all eligible Full-Time employees and their families, in which Adapt currently pays 100% of the premiums. In addition, a 401K plan is available to all employees and contributed to by Adapt after a specified time of employment.