



**Administrative Offices**  
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## **Job Posting – Supported Employment Specialist**

Curry Community Health is looking to hire a **Supported Employment Specialist** to work in Curry County, Oregon, located in a beautiful community on the Southern Oregon Coast. This is a full time position offering health benefits (medical, dental, vision), holiday pay, paid time off as well as life insurance and 403b.

The Supported Employment Specialist provides employment-related support to clients who have mental illness which negatively impacts their ability to work. The goal is to help the individuals find and maintain competitive employment in the community. Services may include job analysis, job matching, résumé preparation, and developing interview skills.

### **Some Responsibilities include:**

1. Assists clients in accessing employment-related community resources while teaching skills for client linkage of community resources.
2. Works collaboratively with community resources to help client's access employment and other income resources. These resources may include - but are not limited to - the Social Security Administration (SSA) and the Vocational Rehabilitation Division (VRD).
3. Provides timely accurate documentation using appropriate psychosocial terminology that meets or exceeds billing criteria.
4. Researches possible job openings and opportunities for clients by contacting employment agencies, help-wanted advertisers, previous contacts, making cold calls and other methods of reaching potential employers.

**Work Location:** The Supported Employment Coordinator has an office location in Gold Beach or Brookings. At times the individual will be called on to serve in multiple locations.

### **Qualifications:**

- Bachelor's Degree in social work, psychology or related field.
- The individual in this position will maintain a thorough knowledge of community resources and how to enroll individuals in benefits, Medicaid regulations and compliance issues; practices, procedures, and medical record keeping practices.
- Effectively uses resources, demonstrates initiative and accepts responsibility.
- Possess a current driver's license, pass a pre-employment drug test and pass a criminal background check required by the State of Oregon.

**Pay Range:** \$18 - \$24 per hour

**For more information contact HR:** [hr@currych.org](mailto:hr@currych.org)