

# VOCATIONAL SPECIALIST

## (Supported Employment Specialist)

### Description:

The Supported Employment Specialist works with all program participants who qualify for supported employment services. The SES's primary role is to provide assistance to individuals with disabilities (substance abuse and/or severe mental illness) to obtain and maintain competitive employment in normal community settings

### Roles & Responsibilities:

- Assess clients' needs and level of functioning including a bio psychosocial assessment of all clients referred to the case load.
- Consistently submit accurate documentation within 24 hours of service delivery.
- Meet with clients within 5 days of referral for supported employment services.
- Make outreach attempts as part of initial engagement, and at least weekly when client contact ceases.
- Conduct a vocational assessment that includes, but is not limited to, the client's overall rehabilitation goal, work background, interests, talents and skills, preferences, coping strategies, and other work-related factors.
- Explore job possibilities with the client by visiting possible work sites and doing informational interviews.
- Grow pipeline of business contacts and takes time to understand employers' current business needs as well as expectations of the open positions.
- Conduct job development by connecting with employers based on clients' interests and abilities and using extensive networking to identify potential job leads.
- Work with employers to create customized employment positions when applicable (such as job carving, job sharing, modified job tasks, etc.).
- Provide individualized follow-along supports to clients including crisis intervention, job coaching, advocacy and counseling to assist individuals with maintaining employment.
- Provide clients with enough information so they can make informed career choices.
- Help clients achieve job accommodations such as flexible work hours, unpaid leave days, and flexibility in job assignments.
- Integrate employment preparation, accelerated entry into work, mental health services, and ongoing employment supports.
- Help clients find motivation to work other than simply earning money.

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### Minimum Qualifications:

- Bachelors or Master of Science or Arts in Social Work, Counseling, Psychology, or an acceptable related field required, with a master's degree preferred. (e.g., LGPC, LMSW, LCPC, LCSW-C) Preferred LBSW
- Must be a self-starter and can manage staff and give directions to others and work under pressure in certain cases.
- More than two years' experience working with individuals with trauma, addiction and other clinical diagnoses.
- Familiarity with multicultural groups, previous work experience in a multicultural setting and willingness to enroll language and multicultural coursework to supplement training if necessary.
- Fingerprint clearance, and pass drug test, physical exam, and clear TB test

### Preferred Skills:

- Combination of comparable skills, experience, and education
- Understanding of DORS Supported Employment Process
- Experience working in urban environment or with gender-responsive care preferred.
- Understanding and supportive of a trauma-informed system of care
- Experience with trauma-informed services, cognitive behavioral therapies including DBT, and motivational therapies including the use of incentives preferred.
- Strong interpersonal and engagement skills
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Strong computer skills required.
- Ability to support the agency's mission and philosophy and demonstrate sensitivity to cultural diversity and workplace harmony.
- Value for and ability to deliver excellent customer service.
- Self-directed and flexible to meet the needs of administration and management.

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### Competencies:

- Social Skills—the individual professionally interacts with employees and clients and models a positive teamwork attitude.
- Assessment Skills— Working knowledge of differential diagnosis of common mental / substance use disorders, evidence-based psychosocial treatments for common mental disorders and familiarity with brief, structured counseling techniques (e.g., Motivational Interviewing, Behavioral Activation).
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Leadership—the individual inspires and motivates others to perform well, accepts feedback from others.
- Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound, accurate, and ethical judgment and makes timely decisions.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and security—the individual observes safety and security procedures and uses equipment and materials properly.
- Interpersonal skills—the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations and demonstrates one-on-one and group presentation skills.
- Written communication—the individual edits work for spelling and grammar, presents data effectively and can read and interpret written information.

### Physical & Environmental Requirements:

- The position may require you to occasionally stoop, kneel or crouch.
- Must be able to occasionally lift 10-15 lbs.
- This position requires that the employee sit for 5-8 hours and stand for 2-3 hours.
- Must be able to follow all safety rules related to treatment