



Job Title:	Supported Employment Program Coordinator	FLSA:	Exempt
Department/Group:	Community Support	Reports To:	Director of Community Support
Location:	Maysville	Travel Required:	
Position Type:	Full-time		
HR Contact:	Mary Breeze	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	-----
Job Description: This position provides oversight to the supported employment program. Ensures positive program outcomes by providing training; supervision and mentoring for staff; monitoring outcomes; assuring grant compliance; acts as liaison to other departments and agencies around supported employment issues; provides supported employment services for a small caseload once the program is initiated.			
Applications Accepted By:			
Drop off at Comprehend Office 611 Forest Avenue Maysville KY, 41056		Email: mbreeze@comprehendinc.org	
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> • Works closely with Director of Community Support to design, develop, and implement a supported employment program. • Hires, trains, and evaluates employment specialists. Develops expectations for specialists regarding community time, employer contacts, and employment rate. • Recruitment of clients for supported employment program and conducts all initial referral interviews. • Assigns each employment specialist with one or more mental health team(s) and attends each mental health treatment team at least once per month. • Conducts weekly group supervision following the principles of supported employment. • Provides individual supervision for employment specialists. Supervision includes office based as well as field mentoring. • Conducts job Development for supported employment clients and makes sure client is paired with appropriate job coach for job placement. • Conducts weekly group supervision following the principles of IPS supported employment. • Arranges for IPS supported employment fidelity reviews. Assists with development of fidelity action plans based on recommendations from the fidelity report. • Leads or participates in steering committee to help with IPS supported employment implementation and sustainability. • Provides IPS supported employment services to a caseload of two or three people. • Works with local Vocational Rehabilitation office to coordinate programs and services. • Collects client and process outcomes monthly and reviews individual outcomes with each specialist. Arranges for supported employment fidelity reviews. • Maintains all necessary paperwork, records/data, and job placement paperwork. • Completes evaluations for supported employment specialist. • Complete CPR & First Aide training. • Other duties may be required and assigned. 			
Qualifications and Education Requirements			
<ul style="list-style-type: none"> • Bachelor's degree in rehabilitation counseling or related field is preferred. Associate's degree will be 			



considered with relevant work experience. Previous experience as an employment specialist is desired. Experience working with mentally ill individuals is preferable. Previous supervisory experience is a plus.

Special Requirements

- Computer knowledge
- Valid Driver's license and satisfactory motor vehicle record

Reviewed By:	Director of Community Support	Date:	7/19/2019
Approved By:	Human Resources	Date:	7/19/2019
Employee Signature:			
Last Updated By:	7/19/2019		