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| Job Title: | Supported Employment Specialist | FLSA: | Non-Exempt |
| Department/Group: | Community Support  | Reports To: | Supported Employment Coordinator |
| Location: | Maysville | Travel Required: | Very Few |
| Position Type: | Full-time  |
| HR Contact: | Mary Breeze | Date posted: |  |
| Will Train Applicant(s): | Yes | Posting Expires: | ----- |
| **Job Description**: Carries out the services of the Supported Employment program by assisting clients obtain and maintain employment that is consistent with their vocational goals. |
| Applications Accepted By: |
| Drop off at Comprehend Office611 Forest Avenue Maysville KY, 41056 | Email: mbreeze@comprehendinc.org |
| Job Description |
| **Role and Responsibilities*** Engages clients and establishes trusting, collaborative relationships directed towards the goal of competitive employment in community job settings.
* Assists clients in obtaining information about their benefits and how they will be affected by employment in order for the clients to make good decisions about employment opportunities.
* Assesses clients vocational functioning on ongoing basis utilizing background information and work experience. With the client’s permission, provides education and support to family members.
* Conducts job development and search activities directed towards positions that are individualized to the interests and uniqueness of the people on his/her caseload.
* Conducts a minimum of six employer contacts per week.
* Provides individualized follow-along supports to assist clients in maintaining employment.
* Attends weekly meetings with mental health treatment teams and communicates individually with team members between meetings in order to coordinate and integrate vocational services into mental health treatment.
* Has regularly scheduled meetings with vocational rehabilitation counselors at least twice monthly to coordinate services for clients.
* Maintains all necessary paperwork, records/data, and job placement paperwork.
* Other duties may be required and assigned.
* Spends 65% or more of scheduled work hours in the community.
* Position will serve clients throughout the five county area.
* Complete CPR & First Aide training.

**Qualifications and Education Requirements*** Bachelor’s degree is preferred, associate degree is required. Previous experience as an employment specialist is desired. Experience working with mentally ill individuals is preferable.

**Special Requirements** * Computer skills & Valid Driver’s license and satisfactory motor vehicle record
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| Reviewed By: | Supported Employment Coordinator | Date: | 03/16/2017 |
| Approved By: | Human Resources | Date: | 03/16/2017 |
| Employee Signature:  |   |
| Last Updated By: | 03/16/2017 |