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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 Office  611 Forest Avenue  Maysville KY, 41056 | | | Email:  [mbreeze@comprehendinc.org](mailto: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 | | | | | | |
| 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 | | | | |