



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	
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> 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			
<ul style="list-style-type: none"> 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			
<ul style="list-style-type: none"> 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		

