

Position Title: Supported Employment Specialist
Program: Community Mental Health Program
Program Location: Madras, Oregon
Supervisor: Mental Health Clinical – Adult Services Supervisor and Program Director
Employment Status: Full-time
FLSA Classification: Non-Exempt Hourly
Salary/Wage: \$17.40 - \$22.83 DOE

General Duties: The Supported Employment Specialist will assist individuals in Jefferson County who happen to have a severe and persistent mental illness (e.g. schizophrenia spectrum disorder, bipolar, depression) who want to work and/or go to school.

Job Relationships:

- Reports to: Mental Health Clinical Supervisor-Adult Services and Program Director
- Employees Supervised: None

Language: English; Spanish is a plus but not a minimum requirement

Duties:

The Supported Employment Specialist duties will largely consist of the following, but are not limited to:

- Direct interactions with mental health clients with a severe and persistent mental illness who are seeking to obtain work or attend school who are engaged in mental health services at BestCare/Jefferson County CMHP and referred by their mental health clinician.
- As part of a behavioral health program, direct interactions members of the mental health and substance use disorders treatment teams. Attend weekly mental health treatment team meetings and fully participate on the mental health team.
- Direct interactions with local employers and potential employers, community groups (e.g. Chamber of Commerce, Central Oregon Community College, LINC/Faith-based network) and both build and maintain strong working relationships with these entities.
- Build relationships with employers based upon client job interests. Includes meeting face to face with employers over time to learn about their business needs and the positions in their business. Make at minimum six employer contacts each week with a person who has hiring responsibilities.
- Telephone contacts with supported employment clients, employers, and community partners.
- Transportation: taking supported employment clients to appointments such as job interviews, job shadowing, education-related appointments, vocational rehabilitation, when appropriate,
- Providing job supports continuously. Individualized job supports are provided until jobs are stable or until clients no longer want supports from the supported employment specialist.
- Tracking supported employment client data on excel spreadsheets and completing reports to regulatory bodies and the agency.

- Case management services, including documentation in the program's electronic health record.
- Completing IPS/Intentional Peer Support training and obtaining IPS certification. Attending the annual OSECE/Oregon Supported Employment Center for Excellence conference and other training that assists them with best practices in supported employment.
- Other duties as assigned.

The Supported Employment Specialist will fully be part of the mental health treatment team and will work closely with their supervisor(s) to design and implement the state-sanctioned evidence-based Individual Placement and Support (IPS) model for supported employment.

Minimum Requirements:

1. Education: Minimum Associate's or preferred Bachelor's degree in social services, psychology, human services, counseling, or a behavioral health-related discipline.
2. Familiarity with mental illness and substance abusing populations.
3. If in recovery from mental illness and/or substance abuse, must be able to demonstrate continuous sobriety under non-residential, independent living conditions for the immediate past two years.
4. Valid Driver's license and appropriate auto insurance.
5. Ability to pass a background check and be granted approval by the Oregon Department of Human Services (DHS) background check unit.

Skills & Abilities:

1. Knowledge about veterans issues, local and regional resources, along with some basic understanding of mental illness and alcohol/drug addiction; community resources and recovery programs.
2. Communicate clearly, concisely and effectively orally and in writing
3. Work well with clients, co-workers, and community partners of diverse backgrounds.
4. Work independently and as a team member. Must have the ability to get along with co-workers.

Additional Duties:

1. Network with and build strong working collaborations with the State Vocational Rehabilitative Services division, including vocational services on the Warm Springs Indian Reservation.
2. Any additional duties as assigned by the Program Director or Supervisor

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

To Apply:

Please complete the application using the link below, and submit along with a cover letter, resume with personal email address for correspondence, any applicable licenses, certifications or degrees with transcripts, and contact information for three supervisory/professional references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](https://bestcaretreatment.org)