

BestCare Treatment Services Position Description

Title: Supported Employment Specialist
Program: Behavioral Health Resource Network (BHRN)
Supervisor: Mental Health Clinical Supervisor and Program Director
FLSA Classification: Non-Exempt, Hourly
Effective Date: September 2022

Position Summary: The Supported Employment Specialist will assist individuals in the designated county who happen to have a severe and persistent mental illness (e.g. schizophrenia spectrum disorder, bipolar, depression) who want to work. 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. The Employment Specialist carries out the services of the IPS Supported Employment program by assisting clients to seek, obtain, and maintain a career that is consistent with their vocational goals.

Essential Functions:

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

1. Directs 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 CMHP and referred by their mental health clinician.
2. Provides IPS Supported Employment services to members as directed by a QMHP in line with fidelity established for IPS Supported Employment and documented in the Individual Service and Support Plan (ISSP); uses interventions informed by Evidence-based Practices.
3. Actively promotes the harmonious delivery of services through coordination and collaboration with treatment team and Vocational Rehabilitation team members, achieved by ongoing communication and active problem-solving with the treatment team regarding outcomes, barriers and case observations.
4. As part of a behavioral health program, directs interactions members of the mental health and substance use disorders treatment teams. Attends weekly mental health treatment team meetings and fully participate on the mental health team.
5. Directs interactions with local employers and potential employers, community groups (e.g. Chamber of Commerce, Central Oregon Community College, etc.), and both builds and maintains strong, working relationships with these entities.
6. Networks with and builds strong working collaborations with the State Vocational Rehabilitative Services division.
7. Builds relationships with employers based upon client job interests. Includes face-to-face meetings with employers over time to learn about their business needs and the positions in their business, as well as regular phone contacts with supported employment clients, employers and community partners.
8. Transports supported employment clients to appointments such as job interviews, job shadowing, education-related appointments, and vocational rehabilitation when appropriate,

9. Provides job supports continuously. Individualized job supports are provided until jobs are stable or until clients no longer want supports from the Supported Employment Specialist.
10. Tracks supported employment client data in database and completes reports timely to regulatory bodies and the agency.
11. Provides case management services, including timely documentation in the program's electronic health record.
12. Attending the annual OSECE/Oregon Supported Employment Center for Excellence conference and other training that builds knowledge of best practices in supported employment.
13. Other responsibilities as assigned.

Qualifications:

Education, Licensure and Certifications

- Associate's Degree in Social Services, Psychology, Human Services, Counseling, or other Behavioral Health-related discipline. (Bachelor's Degree preferred)
- QMHA or ability to become certified within 2 years of hiring required
- IPS/Intentional Peer Support Certification required or willingness/ability to become certified within 2 years
- Valid Oregon Driver's license and appropriate auto insurance
- Ability to pass a background check and be granted approval by the Oregon Department of Human Services (DHS) background check unit

Experience

- Experience working in a behavioral health field preferred
- Experience with substance use disorder (SUD) preferred

Knowledge, Skills & Abilities

- Familiarity with mental illness and substance-abusing populations
- 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
- Ability to communicate clearly, concisely and effectively, orally and in writing
- Ability to work well with clients, co-workers, and community partners of diverse backgrounds
- Ability to work both independently and as a team member. Must have the ability to collaborate, participate, and get along with co-workers
- Proficient in use of Microsoft applications (e.g. Office 365, Excel, Word, One-Note, Teams, PowerPoint), databases, and virtual meetings
- Proficient with electronic medical record systems (EMR)
- Bilingual in English/Spanish a plus

For individuals self-identified as in recovery from SUDs, must have maintained continuous abstinence/sobriety for the two years immediately preceding the date of hire.

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 visions 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.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

Employee Signature

Date