

# FOUR RIVERS BEHAVIORAL HEALTH

## Official Posting Notice

Effective [2/1/17] a vacancy for this position has been declared at the [D/ID].  
Any individual interested in this position should contact the FRBH Human Resource Department at  
425 Broadway, Paducah, KY 42001; phone # (270) 444-3625.

**Job Title:** Supported Employment Specialist

**Pay Grade:** 11

**Wage and Hour Status:** Non-Exempt

**Assigned to Scale:** 04/15/10

**Revised:** 09/27/2015

## JOB DESCRIPTION

### I. Position Overview:

This position is full-time with a regular but flexible 40 hour per week schedule. This position will carry out the services of the Supported Employment (SE) program by assisting consumers to obtain and maintain competitive employment that is consistent with their vocational goals. This position may also be responsible for a variety of tasks that are nonetheless essential under the heading of "Miscellaneous Duties". Supervision will be through the Site Administrator or assigned Program Manager for the Center for Integrated Services.

### II. Major Tasks / Responsibilities

#### A. Integrated Functions

1. Assists consumers in obtaining information about their benefits (e.g., SSI, Medicaid, etc.) and how they will be affected by employment in order for consumers to make good decisions about employment opportunities. Helps consumers to access benefits counseling when making changes in work hours and pay.
2. Provides education and support to employers as agreed upon by consumers, which may include negotiating job accommodations and follow-along contact with the employer.
3. Participates in weekly meetings with mental health treatment team and communicates individually with team members between meetings in order to coordinate and integrate vocational services with mental health treatment.
4. Attends monthly meetings with local Office of Vocational Rehabilitation counselors to discuss possible referrals and shared consumers.

#### B. Direct Services

1. Assesses consumers' vocational functioning on an ongoing basis utilizing background information and work experiences. Completes vocational profile for each new consumer with information from the consumer, mental health practitioners, and with permission, family members or past employers. Updates the profile with each new job experience.
2. Engages consumers and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community job settings with other workers without psychiatric disabilities.
3. With the consumer's permission, provides education and support to family members about work and gathers input about skills, interests, strengths of the consumer and ideas for support.
4. Discusses consumer's preference for disclosure of psychiatric status to employers, including possible costs and benefits and specific information to be disclosed. Provides assistance with the job search regardless of consumer's preferences regarding disclosure (i.e., support without employer contact when consumer chooses not to disclose).
5. Develops an individual employment plan with the consumer, mental health worker, other treatment team providers (for example, the VR counselor) and updates it quarterly.
6. Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people on his/her caseload, following the principles and procedures of SE.
7. Conducts at least six employer contacts each week to learn about local businesses and employer needs, to talk about specific consumers who are looking for work and/or to talk about employer services offered by the SE program.
8. Supports consumers making employer contacts about job information and/or job interviews within 30 days of program

entry.

9. Provides individualized follow-along supports to assist consumers in maintaining employment. Provides frequent face-to-face supports during the first month of a new job and at least monthly after working steadily and desired by consumers.
10. Provides outreach services as necessary to consumers when they appear to disengage from the service using a variety of approved methods to provide outreach.
11. Spends at least 65% or more of total scheduled work hours in the community engaging consumers, contacting employers for job development, and providing follow-along supports.
12. Provides supported education, using principles similar to SE, for consumers who express interest in education to advance their employment goals.

#### C. Community Services

1. Assists and participates in public relations, community education, and organization activities of FRBH in accordance with established policies and procedures and under the direction of the assigned Site Administrator.
2. Works with behavioral health agencies, the medical community, and other community organizations as appropriate and assigned.
3. Provides workshops, seminars, and general educational informational meetings as assigned.
4. Conducts other consultation, education, and prevention activities as assigned.

#### D. Miscellaneous

1. Maintains levels of productivity consistent with established standards.
2. Maintains appropriate administrative records as required.
3. Participates in committees and staffings as assigned.
4. Performs other supported employment duties as assigned by supervisor.
5. Maintains any resource or other informational files as assigned Performs other duties or responsibilities as needed or assigned.

### III. Minimum Qualifications

- A. **Must have education and/or experience equivalent to an undergraduate degree in mental health, social services or business.**
- B. **Experience working with people with serious mental illness; experience providing employment services; and knowledge of the work world are preferred.**
- C. **Must have ability to work as an effective team player.**
- D. **Must have a valid driver's license and insurable driving record.**
- E. **Must have an endorsement from an Interview Team, under the guidance of the relevant Vice President, which supports the opinion that there is reason to believe the individual has the basic skills necessary to perform the duties of the specific role to be filled.**
- F. **Must pass all required initial and annual background checks.**
- G. **Must meet any program specific health status requirements.**

#### Confirmation

**With my signature below I affirm that this job description was explained to me on the date indicated.**

\_\_\_\_\_  
Candidate/Employee

\_\_\_\_\_  
Date of Explanation