

Mental Health Association in Orange County, Inc.



EMPLOYMENT PROGRAM SPECIALIST JOB DESCRIPTION

- I. Title:** Employment Program Specialist
- II. Reports to:** Hudson House (HH) Program Supervisor for all Hudson House Duties and Home and Community Based Services Manager (HCBS) for all HCBS duties.
- III. Job Objectives:**
- Work as integrated team member at HH in all functions of the HH and HCBS programs.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange standards.
- IV. Qualifications:**
- Bachelor's Degree in vocational services, business, personnel management, disability services, mental health or social services counseling plus 2 years experience in a related field.
 - Proficiency with computer, internet and e mail required.
 - Excellent documentation and oral skills required.
 - Ability to work independently with minimal direct supervision.
 - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
 - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
 - Valid Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
 - Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.
- V. Hudson House Responsibilities:**
- Display active, meaningful and appropriate interactions with members at all times.
 - Facilitate daily scheduled rehabilitative groups and activities.
 - Provide individual service planning and rehabilitation counseling for Hudson House members on the caseload.
 - Maintain all Hudson House forms such as:
 - Transportation logs
 - Sign in / Sign out sheets for meals
 - Attendance Records
 - Actively promote and facilitate member's wellness and recovery.
 - Complete all required program paperwork in an accurate, thorough and timely manner.
 - Transport members by either driving agency vehicle or utilizing own vehicle as needed.
 - Manage caseload to maximize units of service.
 - Assume necessary job responsibilities of other staff as needed.

VI. HCBS Responsibilities:

As part of a program participants centered plan of care, provide and document the following types of support for individuals in the program:

- Provide pre-vocational services where the individual can develop general, non-job-task-specific strengths and soft skills that contribute to employability in a competitive work environment as well as in the integrated community settings.
- Provide transitional employment services to strengthen the program participant's work record and work skills toward the goal of achieving assisted or unassisted competitive employment at or above the minimum wage paid by the competitive sector employer.
- Provide intensive supported employment services that assist individuals to obtain and keep competitive employment following the evidence based principles of the Individual Placement and Support (IPS) model.
- Provide ongoing supported employment services which are offered after an individual successfully obtains and becomes oriented to competitive and integrated employment. Provide ongoing follow along support for an indefinite period as needed by the individual to maintain their paid competitive employment position.
- Assist the program participant to locate or develop a job via the use of individualized placement and support services that include rapid job search and the acquisition of skills to retain employment, such as resume writing, interviewing and application submission.
- Support the individual to establish or maintain self-employment, including home-based self-employment.
- Provide job placement, systematic job development, job coaching, negotiation with prospective employers, job analysis, customized employment training, benefits training and planning, transportation, asset development and career advancement services.
- Provide ongoing job related discovery and assessment.
- Provide data entry into Foothold Technology for HCBS and HH.

VI. Other Duties:

- HH Staff responsible for 1 day of Helpline overage weekly.
- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

VII. Terms of Employment/Benefits:

- Non Exempt.
- Forty (40) hours per week (Flexible to cover program needs)
- Paid holidays, vacation, personal and sick leave according to MHA policy.

**Please send letter of intent and resume to:
Michelle Roe
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73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665
or email to mroe@mhaorangenyc.com**