

Mental Health Association in Orange County, Inc.



VOCATIONAL PROGRAM COORDINATOR JOB POSTING

- I. Title:** Vocational Program Coordinator
- II. Reports to:** Director of Social Programs
- III. Job Objectives:**
- Work with program participants enrolled in ACCES-VR and Office of Mental Health Extended Services Program.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.
- IV. Qualifications:**
- Master's degree in vocational rehabilitation counseling or related area such as personnel, counseling and guidance;
OR
 - Bachelor's degree and two years' experience providing vocational assessment services;
OR
 - 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. Responsibilities:**
- Provide vocational services through ACCES-VR Supported Employment Contract and Extended Service for individuals

with psychiatric disabilities (i.e. job development, job coaching, developing contacts, etc.).

- Facilitate vocational groups at Hudson House.
- Provide weekly employer outreach and engagement.
- Complete monthly and quarterly billing and statistical reports for all vocational programs (ACCES-VR, New York Employment Services System (NYESS), Local Business Advisory Council (LBAC) and Foothold in an accurate, thorough and timely manner.
- Coordinate LBAC meetings and statewide Business Advisory Council (BAC) meeting.
- Attend monthly Orange and Sullivan Counties Employment Alliance Network (OSCEAN) meetings.
- Actively engage in marketing MHA's Vocational Services, to area businesses, other providers, and the community at large.
- Transport individuals enrolled in vocational services to job interviews, meetings, etc. in either own vehicle or agency vehicle as needed.
- 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.
- 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.
- 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 oversight to the Pathstone Senior Employment Program.
- Provide coverage to the HCBS Employment programs in the absence of the Employment Program Specialist.
- Facilitate daily scheduled rehabilitative groups and activities
- Manage caseload to maximize units of service.

VI. Other Duties:

- 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 with flexibility to meet client's needs. Evening and weekend hours may be required.
- Paid holidays, vacation, personal and sick leave according to MHA policy.

Please send letter of intent and resume to:

Human Resources

Mental Health Association in Orange County, Inc.

73 James P. Kelly Way

Middletown, NY 10940

or fax to (845) 343-9665

or email to mharecruiting@mhaorangeny.com