



DESC Job Description -

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OPEN: August 15, 2008
Job Title: **Employment Specialist/Job Developer**
Salary: \$37,844- \$41,984 per year depending on qualifications
Supervised by: Employment Services Program Manager
Hours: Full-time, Exempt, (37.5 hours per week)

JOB DEFINITION:

Under the supervision of the Employment Services Program Manager, the Employment Specialist will provide services to a wide variety of clients and be sensitive to the cultural, religious, language, age, gender, and sexual orientation of those we serve. They will assist clients to choose, get, and keep jobs while working with the rest of the treatment team to minimize the effects of the symptoms of mental illness. Their primary focus will be to develop community based jobs for clients and all the preparation and supportive services associated with this activity. The Employment Specialist will work closely with all interested clients to motivate them while assisting them in identifying and developing their basic work skills. The Employment Team will have a critical role in establishing a culture that promotes optimism, effort, and innovation in the pursuit of clients obtaining competitive employment and more productive lives.

MAJOR DUTIES AND RESPONSIBILITIES

Vocational Case Management

- Maintain a vocational caseload of up to 25 clients
- Develop community jobs for persons with serious mental illness
- Provide employment and advocacy services
- Help clients identify and develop their basic work skills needed in today's workplace
- Provide engagement, assessment, job placement, and follow-along supports to clients
- Work directly with potential employers, current employers, and co-workers of clients
- Develop and support trial work and community assessment sites
- Monitor employment opportunities on various community resources (e.g. community employment web sites, local employers' HR announcements, Worksource Centers, etc.)
- Consult with case managers, housing staff, and medical teams regarding the effects of vocational and treatment activities
- Collaborate with Division of Vocational Rehabilitation (DVR) and other allied agencies
- Become knowledgeable about Work Incentives associated with various benefit programs and provide benefit counseling to clients and staff as needed
- Work with clients' families and social networks

Group and Individual Work

- Develop ways to reach out and engage clients and staff in promoting employment
- Develop relationships and be accessible to clients throughout the agency to encourage participation in employment
- Lead and Co-lead vocational groups
- Develop services relevant to the vocational needs of clients

Team Member

- Attend relevant employment and treatment team meetings
- Be a resource for agency staff and clients regarding benefits and work
- Provide coverage for other team members as needed
- Represent Supported Employment perspective at relevant meetings
- Participate in Data Collection process in accordance with project compliance and evaluation activities



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Documentation

- Maintain clinical records and Daily Activity Logs in a timely manner
- Develop referral information for DVR, negotiate plans, and produce timely reports
- Develop and implement vocational plans based on client's employment goals
- Prepare information requested by outside agencies such as DSHS, King County MHCADSD, Social Security Administration, and others
- Update agency on changes in clients' income status
- Collect data for evaluation and research

Training and certification

- Maintain State or Washington Registration and/or License: Registered Counselor. Certified Mental Health Counselor, and/or Licensed Social Worker
- Obtain training and education relevant to the Mental Health and Employment needs of the client population
- Obtain continuing education to stay current with the trends in mental health and rehabilitation services

Communication

- Be accessible to team members
- Inform agency of schedule and availability
- Respond to email and voice mail daily
- Read relevant communication entered into CHASERS on a daily basis
- Share areas of expertise with program participants via consultation, team meetings, Psych consults, and presentations

Miscellaneous

- Attend staff meetings
- Attend team meetings
- Attend supervisory meetings
- Serve on committees and task forces as assigned
- Perform other duties as assigned

Skills/Knowledge Required

- Experience with job development in competitive employment
- Knowledge of Supported Employment Model
- Knowledge of a broad range of occupations and jobs as well as local employment, vocational, and educational resources
- Ability to communicate effectively with consumers, employers, and staff from various backgrounds
- Ability to work collaboratively with clients to identify interests, experiences, skills, strengths and challenges in order to match them successfully with employment opportunities
- Writing skills necessary to write DVR reports and clinical records
- Familiarity with, and commitment to recovery- based treatment philosophy and the belief in the potential of all consumers to work or participate in meaningful community based activities
- Computer and Internet skills (e.g. word processing, email, Internet navigation, spread sheet applications, etc.) Comfort working in open source applications and/or ability to learn new computer skills very important.



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Desirable Qualifications

- Bilingual or Multi-lingual
- Experience providing service to people of diverse cultures
- Experience serving people who are homeless and with multiple needs

MINIMUM QUALIFICATIONS

- BA degree in Behavioral or Social Service field; relevant Masters degree preferred
- Washington State Registered Counselor of other higher license, or ability to quickly meet requirements to become registered
- Ability to communicate and work effectively with staff from various backgrounds
- Assertive, out-going, comfortable making “cold calls to potential employers and making presentations on behalf our clients and program
- Must work well in an interdisciplinary environment
- Willingness to work flexible hours that may include some evening or weekends
- Possess a Washington Drivers license, reliable vehicle and proof of insurance
- Pass a required Washington State criminal background check
- Experience as a supportive employment specialist preferred
- Two years experience in a relevant field (i.e. social service or vocational services)
- Knowledge of the symptoms and behaviors associated with severe mental illness
- Commitment to the philosophy of cooperation and continuity across programs and consideration and respect for the dignity of the clients we serve.

APPLICATION PROCEDURE

Submit a Cover Letter and Resume to: DESC-EPM, ATTN: Human Resources, 515 3rd Avenue, Seattle, WA 98104, or email in Word document to hr@desc.org, or fax to – (206) 515-1501

The Downtown Emergency Service Center is committed to diversity in the workplace, and promotes equal employment opportunities for all staff members and applicants. The Agency will not discriminate against any employee or applicant for employment on the basis of race, creed, color, sex, sexual orientation, age, national origin, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women and minorities are encouraged to apply.