



POSITION ANNOUNCEMENT

Position: Education and Employment Specialist

Reports to: Senior Director for Residential Programs

Function: Develops educational and employment plans, resources and opportunities for adults with serious mental illness

Tasks:

- Participates as an active member of residential teams in developing and implementing person-centered education and employment related goals and objectives.
- Collaborates with program directors to identify participants.
- Provides education and employment readiness needs assessments and develops individualized Education & Employment plans congruent with participant needs, preferences, goals and readiness
- Provides career counseling, employment skills readiness training, and other activities related to employment readiness in group and individual modalities.
- Identifies educational, vocational and job readiness programs and resources and makes referrals.
- Develops educational and employment initiatives including, but not limited to peer internship program, individual and group tutoring, mentoring and job coaching from resources in the community
- Develops liaisons with educational, vocational and supportive employment providers.
- Develops employment opportunities for participants by establishing linkages and relationships with potential employers in the community.
- Works with employers and educational institutions to promote employment accommodations for participants, according to participant need.
- Provides support and coaching to assist participants engaged in educational, employment or employment readiness activities to improve behaviors, interpersonal skills, and work ethics necessary to maintain employment
- Assists individuals in understanding and managing changes to their benefits and entitlements based on their employment income.
- Assures monitoring and documentation of participant progress by developing and maintaining tracking and progress reports related to placement and retention.
- Establishes a database of training and placement resources.
- Attends in-service training as requested by supervisory personnel.
- Provides consultation to program staff.
- Duties as assigned by supervisor

Qualifications:

M.A. in education, employment counseling, rehabilitation or related human services field with significant experience in vocational/educational assessment, readiness and placement with the target population. Strong organizational, interpersonal and written/oral communication skills.

Salary: \$56,000 - \$60,000 plus generous benefits

Email a resume, cover letter and contact information for 3 professional references to:

Sharon Royer
Director, Human Resources and Information Management
Email: jobs@acmhny.org

ACMH is committed to the mental and physical wellbeing of vulnerable New Yorkers and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.

For more information, visit our website: www.acmhny.org