



POSITION ANNOUNCEMENT

Position: Employment Specialist, ACT

Function: Serves as a clinical staff member with the lead responsibility for integrating vocational goals and services with the tasks of all team members and for providing clients with needed assistance through all phases of the vocational service including vocational assessment, job exploration, skills development, and getting and maintaining employment.

Reports to: Team Leader, ACT

Job Summary: An excellent opportunity for an experienced human service professional to play a pivotal role in changing the life trajectory of New Yorkers who have suffered extraordinarily in their lives from homelessness, violence, trauma, untreated behavioral health conditions, incarceration, discrimination, and extreme poverty.

The multi-disciplinary ACT team will consist of a Team leader, Licensed Clinicians, a Registered Nurse, a Psychiatrist, Substance Abuse Specialist, Employment Specialist, Housing Specialist, Family Specialist and a Peer Specialist. The team will support program participants in the community to fulfill the potential that they can live stable, happy and healthy lives. Through the application of evidence-based models of care, the team will be committed to aiding program participants in making progress toward clinical stability, stable housing, social connectivity, sobriety, and other goals that improve their lives.

The Employment Specialist's role will involve participation in community outreach to engage referred members. During the initial contact, an immediate needs assessment will be completed to identify the client's most pressing needs and to identify the domains that are most important to the client. Together with all members of the team, the Employment Specialist will prepare a written plan to prioritize the client's immediate needs. The Employment Specialist will also participate in in-depth comprehensive assessments and dynamic care planning as a member of the clinical team. In addition to providing routine team duties in implementing the care plan, the Employment Specialist will take lead responsibility for integrating vocational goals and services with the tasks of all team members. The Employment Specialist will work with clients to access employment and educational opportunities, conduct vocational assessments, provide job development, job placement and coaching.

The role will require field-based work, periodic on call coverage, and a willingness to work flexible hours. On job training will be provided around ACT CORE Training, CBT and CTI and regular learning collaboratives will be available to enhance the professional development.

Tasks:

- Develops rapport with clients in order to engage them in improving their health and wellness.
- Administers standardized health and psychosocial risk screenings according to program protocols and timeframes.
- Conducts vocational assessments to aid in job exploration and matching client's interests and strengths
- Works with clients on skill development related to choosing, securing, and maintaining employment.
- Identifies educational and employment initiatives including, but not limited to peer internship programs, individual and group tutoring, mentoring, and job coaching 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.
- Utilizes health screenings to identify interventions and develop a comprehensive care plan
- Collaborates with members of the care team to identify needs and develop a plan to help client achieve optimal health outcomes.
- Integrates vocational goals and services with the tasks of all team members
- Implements tasks outlined on the care plan and ensures follow up and continuity of care between client interactions.
- Regularly reviews and updates the care plan to correspond with services being provided.

- Documents all interventions and attempted contacts in the EHR in accordance with program standards.
- Works in collaboration with care providers to address Gaps in Care
- Assesses domiciled client's living conditions by conducting home visits
- Works with family members and other collaterals of the client's choice to facilitate planning and delivery of care
- Provides comprehensive transitional care following hospitalization events in accordance with ACMH Critical Time Intervention (CTI) Protocols.
- Reviews new information and complex cases with PCP and multidisciplinary team and incorporates recommendations into the care plan.
- Facilitates care delivery by scheduling appointments, obtaining necessary information, and arranging transportation.
- Utilizes evidenced based practices, such as motivational interviewing and cognitive behavioral techniques, to empower clients to grow and attain goals.
- Embraces the team model by collaborating with members of the team and providing support as needed
- Supports client goals and serves as an advocate on client's behalf
- Administers Client Service Dollar (CSD) funds and submits required documentation
- Regularly participates in team meetings and weekly clinical conference
- Attends in-service training as requested
- Duties as assigned by supervisor

Qualifications:

Employment Specialist Qualifications and Salary: B.A. or M.A. degree in education, employment counseling, rehabilitation or a related human services field with knowledge of models of supported employment and at least 1 year of demonstrated competency in vocational assessment, job exploration and matching jobs with clients' strengths and interests, and skills development in choosing, getting, and maintaining employment, employment counseling or vocational rehabilitation. Strong written and verbal communication skills, including competency in clinical documentation.

Salary: \$58,916 plus generous benefits.

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

Victoria-Hannibal Clark
Team Leader, ACT
Email: VHannibal-Clark@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, crisis support, and supportive housing. ACMH is committed to becoming an anti-racist organization and seeks to promote actionable change to create an intentional culture of equity at individual, interpersonal and institutional levels.

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