



JOB NOTICE

Date Posted: April 4, 2017

Closing Date: April 17, 2017

APPLICATION PROCEDURES: Send letters of intent and resume, to Box ACT-EMP., Compass Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

Program: ACT and CWFD

Title: ACT- Employment Services Specialist

Salary \$: Full Time with competitive salary and comprehensive benefit package.

Adoption of the ACT Philosophy of Care:

ACT (Assertive Community Treatment) is the leading evidenced based practice for providing services to persons with severe and persistent mental illness and/or co-occurring substance use disorders. The heart of ACT is a collaborative TEAM approach of providing care to clients where it is needed, in the community. ACT is a shift from traditional community based treatments and case management models. In ACT, the team, as a whole, is responsible for providing whatever is needed to assist clients in their recovery from mental illness. Members of the ACT team will need to adopt the ACT philosophy of care to ensure the success of the program and improved quality of life for our clients.

INTERACTIONS: with clients are therapeutic and advance the goals set forth in the ITP

- a) ACT is field-based position and requires at least 80% of services to be provided to consumers in their homes, shelters, places of employment, vocational and education settings and other community settings.
- b) Spontaneous interactions and therapeutic activities in accordance with ITP.
- c) CPST services not limited to helping with applications, assistance with ADLs, accompanying to appointments and community events, collaborating with family and significant others, and other services as necessary for the welfare of the ACT client.
- d) Assists in obtaining information about how client's benefits will be effected when working, refers clients to benefits counseling as needed, helps clients report earnings, as needed;
- e) Assesses and updates client's vocational profile on an ongoing basis utilizing background information and work experiences.
- f) Develops an individual employment (and/or education) plan with client.
- g) Conducts job development and job search activities with person directed toward positions individualized to the interests and uniqueness of the person.
- h) Provides individualized follow-along support to assist client in maintaining employment;
- i) Provide 24-hour emergency and crisis intervention response on rotating, on-call basis

DOCUMENTATION: is clinically accurate and substantive is completed in a timely manner per agency policy. Documentation provides sufficient narrative regarding clients' status and progress.

- a) Productivity is achieved by submission of progress notes/billing logs. Productivity is defined as documented activity divided by hours paid. Must meet productivity expectations as one indicator of ability to adequately perform job duties. Standard productivity/impact expectation for the position is 50%
- b) Completes documentation according to agency policy, (i.e., termination letters, IPP (individual placement plan) and progress notes, billing forms, satisfaction questionnaires for client and employer, referral waiting list.).
- c) Collects and processes program evaluation data for quarterly reporting.
- d) Completes the necessary job development/hiring paperwork (i.e. job order analysis, employment summary, and job development log).
- e) Arranges for drug screen for community assessments and ensures clients' I-9 and tax forms are properly completed

INTERACTIONS WITH ESSENTIAL OTHERS: are constructive and serves to advance the progress in treatment, the quality of care and the agency's standing in the community.

- a) Attendance and participation in daily ACT team meeting. Will work collaboratively with the interdisciplinary ACT team to provide comprehensive care and service to ACT clients.
- b) Communicates effectively with other service providers throughout the agency, client family and significant other and with concerned members of the community.
- c) Maintains contacts with referring counselors, attends and facilitates team meetings as needed, obtains authorizations and provides necessary feedback on consumer progress, labor market opportunities, etc.
- d) Provides feedback on community employment opportunities, possible community work assessment, and labor market trends.
- e) Markets referral sources and maintains high level of customer service/ satisfaction.

COMMITMENT TO HIGH QUALITY CARE

- a) Participates actively and productively in agency meetings and supervision sessions
- b) Introduces and/or implements new ideas for improving the quality of care
- c) Attentive/responsive to feedback from clients, significant others, community partners/members
- d) Shares skills, knowledge, expertise with other agency staff (consultations, workshops, team meeting)
- e) Advances own level of skill and competency through participation in continuing education opportunities.

Qualifications:

Education/experience: Bachelors in human services field required. Experience working with supportive employment.

Miscellaneous requirements: Criminal background checks, clean drug screen, clean driving record, TB Test, CPR/First Aid Training preferred.

Personal: Strong social, communication and written skills. Must have the ability to develop rapport and be perceived by clients and staff as approachable. Ability to multi-task; while maintaining accuracy and organization. Have a working knowledge of basic to intermediate electronic health records systems is preferred.

Physical Demands of job: Ability to cope with potentially stressful situations, safely operate a motor vehicle and mobility throughout job sites.

Exempt: Not eligible for over time.

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED
THROUGH AFFIRMATIVE ACTION
EOE-M/F/H including persons with disabilities and veterans