



JOB DESCRIPTION

Position:	Employment Specialist
Requisition:	HWES102017
Program/Location:	Greater HOPE/Hayward
Status:	Full-time/Non-Exempt
Supervisor(s):	Greater HOPE Program Manager

Abode Services is a community based organization founded in 1988. Services include support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. The agency provides services throughout Alameda, Santa Clara, Santa Cruz, and Napa Counties.

The **Greater HOPE (Homeless Outreach People Empowerment) Project** is a Full Service Partnership (based on the AB-2034 model/ACT model). Funding for this project is provided, in-part, by the Mental Health Service Act (Prop 63). There are 40 adults who have been diagnosed with a severe and persistent mental illness and have long histories of homelessness enrolled in this program. These participants receive intensive clinical case management, psychiatric, vocational, counseling and housing services. Services are intensive (caseloads of 8-12 people), and 24/7 crisis access is provided to participants. The Wellness and Recovery principles and practices are used as the model for care.

The **Employment Specialist** will provide supportive employment and job development services to participants in this program. This is a full-time, nonexempt position providing services in southern Alameda County. This position also fulfills requirements for students who are receiving the Prop. 63 stipend. *Clinical supervision is available for those working towards licensure.*

Responsibilities:

- Become on-site expert in Individual Placement and Support (IPS), an evidence based practice. Develop supportive employment program and deliver services per IPS guidelines.
- Champion the belief that participants can participate in competitive employment if they have a desire; participants shall not be excluded on the basis of readiness, diagnoses, symptoms, substance use history, psychiatric hospitalizations, homelessness, level of disability, or legal system involvement.
- Assess participants' skills. Assist in increasing motivation to work and pairing participants with jobs that inspire bring them satisfaction, etc.
- Provide employment workshops to help participants increase their skills.
- Assist participants in securing full and part-time employment
- Accompany participants to job fairs, job interviews and submitting applications. Work with participants to create and revise resumes.
- Work with team to develop employment related goals that are participant driven.
- Coach participants on handling work-related issues and promote self-advocacy. Work with participants to increase success in job retention.
- Assist participants and clinical team in helping people obtain personalized, understandable, and accurate information about their Social Security, Medicaid, and other government entitlements.

- Outreach to local employers in order to develop permanent employment, short-term labor, paid internships, and job shadowing opportunities for participants.
- Form partnerships with local employers to provide supportive work environments for participants who need more structured employment experiences.
- Manage employer relationships to promote retention of participant and creation of new jobs.
- Create and update promotional materials to be distributed to potential employers in order to highlight the benefits of employing Greater HOPE participants.
- Develop job opportunities for participants in the community by developing high level relations with business owners, general managers, human resources departments and company recruiters.
- Attend clinical, administrative, and case conferencing meetings as dictated by the program supervisor.
- Enter all data on time and correctly to support program evaluation and outcomes tracking
- Ensure proper and timely documentation of services including written case notes using the BIRP formats and billing services to Medi-cal.
- Work collaboratively with colleagues across the organization and within respective department.
- Collaborate with other employment staff working within the agency and at the county. Develop relationships and collaborate with Alameda County Vocational Rehab Dept and Department of Rehab.
- Provide 24-hour on-call crisis intervention coverage on a rotating basis.
- Assist the Greater HOPE Program Manager, Clinical Supervisor, and other staff as needed.

Qualifications:

- Possession of BA/BS/MS/MA in Social Work or Psychology from an accredited university plus 2 years of experience providing employment and job development skills to people with disabilities. Registration with the California Board of Behavioral Sciences as an ASW/MFTi a plus.
- Must possess 1 year of field experience working with people with serious mental illness, individuals with co-occurring disorder and/or the homeless population.
- Working knowledge of Psychiatric Disorders as well as the following evidence-based models: Housing First, Harm Reduction, and Individual Placement and Support, and Motivational Interviewing preferred.
- Ability to build supportive and respectful working relationships with individuals diagnosed with a serious mental illness and/or struggling with Substance Use that instills hope and promotes self-determination using a strengths-based approach.
- Proven ability to work independently and as an effective and collaborative member of a team.
- Excellent verbal skills. Strong organizational and time management skills.
- Must be able to meet the documentation requirements that meet Medi-cal regulations. Strong writing skills are a MUST.
- Possess an understanding of and practice cultural sensitivity through open dialogue and self-exploration with diverse groups, while providing direct services.
- Ability to effectively intervene in crisis situations, with de-escalation techniques, especially while on-call with the crisis emergency phone.
- Reliable transportation and proof of a valid and current California Driver's License and current insurance along with a clean DMV record required.
- Ability to work flexible hours, including occasional weekends and evenings.

Abode Services is an Equal Opportunity Employer/Drug Free workplace

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

