



## **Mental Health Outreach/Employment Specialist**

**JOB STATUS:** Full Time Daylight

**LOCATION:** 131 Pleasant Drive, Aliquippa, PA 15001

### **JOB DESCRIPTION:**

Reporting to the Mental Health Program Coordinator, \* the MH Outreach/Employment Specialist \* will be responsible for providing services to individuals with Behavioral Health disorders in the community as they work to overcome vocational barriers and live lives that are more independent through involvement in community activities, volunteerism, and job seeking / acquisition.

### **KEY JOB RESPONSIBILITIES:**

- Works with the MH Program Coordinator to conduct goal planning and to provide skills training with clients to help them achieve competitive employment. This may include developing job skills, training on problem solving and decision making needed for competitive employment, independence skills, and job coaching
- Coordinates outreach efforts to individuals referred to BCRC MH pre-vocational and employment services.
- Networks with community partners and potential employers in the community to explain BCRC programming for individuals with MH needs
- Provides information and referral (I&R) services to individuals who express an interest in employment or mental health services.
- Coordinates the intake process for individuals who choose to participate in services.
- Provides job development for clients referred for competitive supported employment.
- Assists in providing support for Paid Work Training Experience (PWTE) when necessary.
- Completes all necessary case notes and reports and maintains client records in an accurate and timely manner.
- Maintains a positive relationship with clients, families, co-workers, community providers, and community employers.
- Provides follow-up supports to individuals placed in competitive employment.
- Must be able to work flexible hours, including evenings, nights and weekends.
- Ability to transport clients as needed in personal or company vehicle.
- Must be able to manage multiple tasks and priorities.
- Ability to develop effective business relationships both internally and externally.

### **QUALIFICATIONS:**

- Knowledge of behavior management techniques and experience with skill training of clients preferred
- Ability to work both independently and collaboratively
- Comfortable working either one-on-one or in a group setting
- Strong work ethic with high integrity
- Proficiency with Microsoft Office – Word, Outlook
- Valid driver's license
- Able to pass background checks and clearances
- High School diploma or equivalent