



Program Specialist

JOB STATUS: Full Time Daylight

LOCATION: 131 Pleasant Drive, Aliquippa, PA 15001

JOB DESCRIPTION:

The Program Specialist will provide oversight and management to client caseload for the Client Services Program at BCRC, Inc.

KEY JOB RESPONSIBILITIES:

- Oversees client's vocational program. Initiate outcomes and behavior support plans.
- Know, understand and adhere to the 2390 Regulations.
- Write vocational assessments and VIE assessments.
- Participate in client ISP meetings annually and any critical revision meetings as scheduled.
- Write the vocational sections for the ISP, submit any updates and changes required.
- Expedite follow-up on client related issues in a timely manner.
- Complete all necessary reports and records in an accurate and timely manner.
- Maintain a positive relationship with clients and their families, co-workers, outside agencies and community employers.
- Train clients in new job skills; independence skills, problem solving skills and decision making.
- Assume a positive relationship with community employers by refraining from discussing or participating in the inner workings of other businesses or agencies.
- Transport clients as needed.
- Work with Job Coaches in a team approach to meet client needs and fulfill the vocational plan.
- Clear, concise and open communication skills are necessary
- Participate in department meetings, offering suggestions and ideas.
- Must have basic computer skills.

QUALIFICATIONS:

Master's or Bachelor's Degree in Special Ed, Psychology, Public Health, Rehabilitation, Social Work, Speech Pathology, Audiology, Occupation Therapy, Therapeutic Recreation or other Human Service / Social Services field, and experience in the mental health field.