



MH Employment Specialist-Part-time

JOB DESCRIPTION: Reporting to the Mental Health Program Coordinator, the MH Employment Specialist will work in the community supporting adults with disabilities to develop skills focused on their goals of increased independence and employment.

JOB STATUS:

- Part time, 4 days a week

LOCATION: 131 Pleasant Drive, Aliquippa, PA 15001

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 in 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.
- Assist 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 support to individuals placed in competitive employment.
- 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:

- High School Diploma required. Some secondary education is preferred.
- Prior experience working with mental health or substance abuse population helpful
- Flexible schedule on occasion as needed
- Familiarity with Microsoft Office – Word, Outlook
- A valid driver's license
- Able to pass required background checks and clearances

BENEFITS: Paid time off for part-time positions plus 11 paid holidays. BCRC is an equal opportunity employer.

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