IPS Employment Support Specialist

**Job Category:** Professional Staff
**Requisition Number:** EMPLO005541

Apply now

**Posting Details**

- **Posted:** December 13, 2021
- Full-Time
- **Locations**
  
  Showing 1 location

  *Bridge South (HB Enter)*
  *Chicago, IL 606094411, USA*

**Job Details**

**Description**

The IPS Employment Support Specialist works with all members on their team who would like to or are thinking about obtaining a job by following the components of the Employment Supported Specialist Evidence-Based Practices (SE EBP). Assisting members in obtaining and maintaining employment that is consistent with their vocational and recovery goals is at the core of SE. The specialist will be required to spend at least 60% of direct service time in the community to engage and support consumers, family members, and employers.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Learns about and embrace the core values of the Employment Support Specialist Evidence-Based Practices (SE EBP): Eligibility is based on member choice, SE is integrated with mental health treatment, competitive employment is the goal, the search for a job begins rapidly, job finding is individualized, and follow-along supports are continuous.
• Discusses and encourages the realization of work as central to the recovery process when talking with members, staff, employers, funders, and advocates.
• Assesses members’ vocational functioning on an ongoing basis utilizing background information, personal preferences, and work experiences.
• Assists members in job development and job search activities directed toward positions that are consistent with the needs and interests of members on his/her caseload and/or team, following the principles and procedures of SE EBP.
• Provides individualized, time-unlimited follow along services to assist consumers in sustaining employment.
• Provides education and support to the employer, as agreed upon by the member, which may include negotiating job accommodations and follow along contact with the employer.
• Provides outreach services as necessary to consumers when they appear to disengage from the service. Maintains some contact with consumers even without a vocational focus if necessary to sustain engagement.
• Meets regularly with treatment team members to coordinate and integrate employment services into Thresholds’ service plan. This requires direct supervision of a QMHP or LPHA in cooperation with the member, their families, the psychiatrist, collaborating agencies and others as necessary.
• Draws up the individual employment service plan with the consumer, case manager, and other treatment team providers and updates it quarterly. Completes all assigned paperwork accurately, thoroughly and in a timely fashion, this may include DRS, DMH, and Thresholds research.
• Meets required billing targets and completes all documentation within assigned time frames.
• Other duties as assigned.

Requirements

• Access to a personal vehicle for daily business use.

EDUCATION

• Bachelor’s degree in mental health, social services, or business (e.g., marketing, human resources, communications, public relations) with the aptitude to engage both consumers and employers in obtaining and maintaining rewarding employment.
• Master’s Degree in Psychology, Counseling, Social Work, Vocational Rehabilitation or related field preferred.
• Experience may be substituted at the supervisor’s discretion.

EXPERIENCE

• Knowledge and experience in job development, job marketing and job securing.
• Working knowledge of a brand range of occupations and jobs.
• Knowledge of long-term mental illness, including treatment and medication, and the impact of illness on vocational functioning preferred.
- Computer efficiency, including the ability to use email, navigate and enter notes into electronic medical records is required.
- Daily access to a personal vehicle is required. Must obtain and maintain $100,000/$300,000/$100,000 liability insurance coverage. Subject to validation every 6 months.
- May be required to provide transportation for members of the program using a Thresholds provided vehicle or personal vehicle. Must be 23 years of age and must meet all insurance carrier’s requirements. Subject to the annual Department of Motor Vehicles license verification.
- Service men and women are preferred

**SKILLS/CERTIFICATIONS**

- Current and valid Driver’s license.

**WHAT WE OFFER:**

- Generous Paid Time Office Policy (Vacation, Sick, and Personal Days)
- 4 Medical Insurance Plans
- Dental Insurance
- Vision Insurance
- 403(b) with 3% employer match
- Mileage Reimbursement
- Public Service Loan Forgiveness
- Supervision for Clinical Licensure at no cost (LSW, LCSW, LPC, LCPC)

**COVID19 Note:**

- In the spirit of caring for one another and our community, please note that upon accepting an offer of employment from Thresholds, you will be required to share proof of a Covid-19 vaccination. The requirement is subject to accommodation in compliance with applicable laws and regulations.

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Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action,
including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information. 41 CFR 60-1.35(c)