

JOB POSTING (Open to or Internal & External Applicants)

POSITION ANNOUNCEMENT

JOB TITLE: Employment Specialist (E.S.) **SALARY and PAY GRADE LEVEL:** III

BASIC DUTIES: The Employment Specialist shall assist individuals in obtaining and maintaining competitive employment consistent with vocational goals and recovery. The Employment Specialist shall develop community-based employment opportunities based on individual needs and preferences, using a person-centered approach to teach job readiness skills, and providing ongoing on-the-job support. The Employment Specialist shall utilize 65% of weekly hours (allocated to this position) worked to provide direct support to consumers and carry a caseload as assigned, in accordance with fidelity standards. This position reports to the Recovery Supports Supervisor (RS Supervisor), participates in training and weekly team supervision meetings, and other treatment team activities as assigned. This position requires current possession and maintenance or obtainment of the Certified Recovery Support Specialist (CRSS) credential.

DESIRABLE QUALIFICATIONS:

1. Education and experience equivalent to undergraduate degree in mental health or social services, business, personnel management, or vocational services
2. Experience with adults who have severe mental illness(es)
3. Experience with vocational services
4. Knowledge of work world
5. Knowledge of the community and ability to 'cold call' communications
6. Ability to implement individual Supported Employment Plans
7. Ability to work as an effective team player
8. Ability to work independently and as a team leader
9. Ability to record progress in a clear, concise manner
10. Ability to provide behavior and crisis management according to agency policies
11. Lived experience as a consumer or family member of mental health or substance use and willingness to become a Certified Recovery Support Specialist

MINIMUM QUALIFICATIONS:

1. Ability to pass pre-employment background checks in accordance with the IL Health Care Worker Registry Act
2. Ability to pass drug testing
3. At least 18 years of age
4. Possess High school diploma or GED
5. Possess a valid driver's license and 'good' driving record

PHYSICAL REQUIREMENTS: (to be met with or without reasonable accommodations)

1. Walk and/or sit, 11-40% of the time.
2. Ability to stand or a functional equivalent 60%-89% of the time.
3. Lift and carry up to 20 pounds, 11-40% of the time.
4. Push/Pull up to 100 pounds, 11-40% of the time.
5. Stoop, kneel, crouch, twist, or bend, 41-75% of the time.
6. Reaching overhead and in front of body, 11-40% of the time.
7. Simultaneous use of hand, wrist, and fingers, 41-75% of the time.
8. Ordinary talking and hearing, 41-75% of the time.

AVAILABLE: Immediately

HOURS: 36-40 hours per week with occasional evening and weekend work as needed to support employed consumers

HOW TO BECOME AN APPLICANT:

Internal Applicants must submit a letter of interest while this announcement remains posted at <http://www.hrcec.org/index.php/employment-new>

External Applicants: 1. Must submit a completed application to Jonathan Burns (via fax, E-mail, mail, or in person), 2. meet the minimum qualifications for the position, and 3. Application must be received while this announcement remains posted at <http://www.hrcec.org/index.php/employment-new>

CONTACT: Jonathan Burns, Director of CQI; Human Resources Center of Edgar and Clark Counties
PO Box 1118; 118 East Court Street; Paris, IL 61944 Jonathan.Burns@HRCEC.org; (p)217-465-4118x1249;
(f) 217-463-1899

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