



Job Title:	Employment Specialist	Travel Required:	Field Job Development
Location:	1083 McDonald Ave Brooklyn, NY	Position Type:	Full Time 40 Hours a week
HR Contact:	Mbarbarash@balticstreet.org	Date Posted:	05/25/2018

Job Description

The Employment Specialist will provide a full range of employment services to individuals in recovery from symptoms from Mental Illness. To assist in meeting the goals of these individuals, it will be expected that the Employment Specialist will facilitate Behavioral Health methods and maintain awareness of Wellness Management to meet employment needs, as detailed below:

Intake/Assessment:

- Execute individual intake interviews of program candidates (as assigned) utilizing a person centered approach.
- Maintain updated knowledge base of potential alternative referrals for persons not able to use the program's services.

Vocational/Employment Services:

- Engage local businesses to further develop recognition of Networkplus in the local community.
- 10 new employer contacts made per week is required for Part-Time ES Workers, between 16 and 18 contacts made per week is required for Full-Time ES Workers.
- The E.S. will remain well-informed on the range of the latest job postings, and share their findings with staff members. Working together with management, it is expected that the E.S. team will be more likely to connect clients with the appropriate job postings.
- Carry and maintain up-to-date 15-20 cases of individuals in need of employment services
- Develop an employment/service plan and a contract for services to be provided
- Facilitate job search preparation for Participants seeking employment
- Network with local and regional employers to develop relationships with potential places of employ to increase likelihood of Participants hire and retention
- Work individually with Participants in helping them prepare for and assist implementing their job search strategy.
- Provide ongoing support and assistance to Participants in their job search process, including outside referral, job development, entitlements counseling and advocacy.

Job Retention Services:

- Develop an employment support plan with Participants to assist them in successfully maintaining and progressing in their employment.
- Provide services as contracted via job coaching, employment counseling, employment support groups, career counseling or advocacy with employers.

Documentation/Administrative:

- Set-up and maintain case records for all Participants on caseload – updating referral material as required, collecting relevant reports and evaluations, writing progress notes for all contacts (**Must maintain excellent record keeping and documentations*)
- Assist in the collection of relevant data for the program

- Actively engage and participate in weekly intake disposition meetings facilitating communication with all other members of the service team
- Attend all scheduled staff development activities as required for the position.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Education and experience equivalent to undergraduate degree in mental health, social services, or business. Provisional Peer Specialist Certification Preferred.
- Experience working with Behavioral Health population.
- One year of job development experience preferred.
- Experience providing employment services, and knowledge of the work world are preferred.
- Ability to work as an effective team member is essential.
- Proficient in Microsoft Word and Excel.
- Knowledge of Dartmouth Individual Placement and Support (IPS) supported employment model.
- Ability to learn our data filing software system (AWARDS/Foothold).
- Ability to interact with employers, building professional relationships to provide work opportunities for the people we serve.

To Apply Contact:

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