

**JOB ANNOUNCEMENT
IPS Employment Specialist
Jefferson County TANF**

Job Summary:

This position operates as part of the Easter Seals Colorado Disability Benefits Services team. The IPS Employment Specialist assists people in the IPS supported employment program to obtain and maintain employment that is consistent with their preferences. This position serves individuals eligible for Jefferson County Workforce Center services and TANF (Temporary Assistance for Needy Families) in meeting the programs' work requirements. The Employment Specialist reports to the Easter Seals Disability Benefits Services IPS Trainer and to the DBS Director.

Essential Functions:

- Engages clients and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community job settings (jobs that anyone can apply for, regardless of disability status).
- Conducts the career profile for each person including: Assesses each person's employment strengths and preferences on ongoing basis utilizing background information and work experiences. With the person's permission, provides education and support to family members. The Employment Specialist learns about and considers cultures and backgrounds of the people on his/her caseload in order to provide services in a manner that is comfortable to job seeker and their families.
- Develops relationships with employers through multiple in-person visits aimed at learning about the business needs of each employer. Chooses employers to contact based on the interests and unique qualities of the people on their caseload. Conducts a minimum of six in-person contacts each week with people who have hiring authority.
- Provides individualized job supports to assist people maintaining employment. Writes jobs support plans with clients incorporating input from the mental health team and, with permission, family members. Adjusts the plan according to the worker's needs and preferences.
- Provides education and support to employers, as agreed upon by job seekers, including negotiating for job accommodations, as needed.
- Provides outreach services as necessary when people disengage from the service. Uses a variety of methods to provide outreach.
- Attends meetings with mental health treatment team and communicates individually with team members between meetings.
- Meets in person with Vocational Rehabilitation counselors to coordinate services for job seekers on both caseloads. Maintains contact between meetings by phone, email, or in-person visits.
- Spends 65% or more of scheduled work hours in community, for example, meets people at their homes, workplaces, coffee shops, libraries, Vocational Rehabilitation office, family's homes, etc. Accompanies clients as they go to business to talk to managers, apply for jobs, investigate institutions for education, etc.
- Provides supported education, using principals similar to supported employment, for those who want education to advance their careers.
- Is responsible for a minimum of 60 job starts per year and maintains a caseload of 20 active cases
- Maintains data tracking, monthly reporting and enters notes in Connecting Colorado

Education and/or Experience:

- Bachelor's degree in mental health, social services, or business. Existing (or demonstrated ability to establish) relationship with potential employers. Experience working with people with serious mental illnesses and experience providing employment services is preferred. Lived experience of mental illness is viewed as an extra job qualification. Ability to work as an effective team player is essential.

Language Skills:

Ability to read and interpret policies and practices regarding the IPS Supported Employment model. Ability to communicate with individuals who may be angry, depressed, have memory problems or other challenging behaviors.

Reasoning Ability:

Ability to define problems, collect data, interpret data, facts, and draw conclusions. Ability to understand and practice confidentiality policies, initiate projects and work with minimal supervision. Ability to prioritize competing demands, projects and/or assignments to meet outcomes and designated timelines

Mental Ability:

The position is regularly required to be able to resolve problems, recall details and to concentrate on items at hand. The IPS Employment Specialist is frequently expected to think clearly, complete work within deadlines, deal with interpersonal conflicts, and work with frequent interruptions. The position requires the ability to develop and implement procedures, plans, projects, and fidelity measures under the direction of the IPS Trainer, the DBS Director and in collaboration with others.

Stress Level:

Moderate to High

Physical Demands:

No additional physical demands are anticipated other than those described above.

Desired Qualifications:

- Belief that anyone can work despite their medical conditions
- Personal experience with a disability
- Extensive knowledge and experience with employment models for individuals with disabilities entering and sustaining employment
- Experience using Microsoft Office and PowerPoint
- Experience with work incentive benefits counseling
- Knowledge of medical and psychological aspects of disability
- Knowledge of Colorado human services organizations
- Experience with and knowledge of SSA disability benefits

Work Environment:

The noise level of the office working environment is low to moderate. This position includes conducting home visits, meeting in medical provider offices, SSA offices and entering data electronically outside of the office environment using an Internet connection and portable scanner

Required Application Materials:

- 1) A letter of application which specifically addresses the job requirements and outlines qualifications
- 2) A current resume
- 3) The name, address, daytime phone number and e-mail for three professional references.

Submit materials to Nancy Hanson, nhanson@eastersealscolorado.org; Salary range is \$40,000-\$45,000 annual depending on experience.

Reasonable accommodations will be made to enable qualified candidates with a disability to perform the essential functions of this position. Easter Seals Colorado DBS adheres to a policy of equal opportunity and nondiscrimination, as explained in its employee policy and procedures manual, and nondiscrimination to all eligible participants, regardless of age, sex, color, sexual orientation, gender expression, ethnic origin, national origin, religion, disability, marital status, parental status, or political affiliation.