

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED:** 9/11/14  
**DATE AMENDED:**

**TITLE OF POSITION:** Supported Employment and Education Specialist

**POSITION NUMBER:** 29-09

**PROGRAM:** Bay Adult Services

**COMPONENT:** Early Psychosis Intervention and Care Program (EPIC)

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIRED:** Master's degree in psychology, social work or human services related discipline. Minimum two year's experience in counseling required. Employment and/or vocational counseling experience preferred. Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

**SUPERVISOR:** EPIC Team Leader

**POSITIONS SUPERVISED:** None

**SALARY MINIMUM:** \$41,000 (Annually)

**WAGE AND HOUR STATUS:** Exempt (Professional)

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:<sup>1</sup>**

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Assess job-related interests and abilities through a complete education and work history assessment and through on-the-job assessments.
2. Assess the effect of the person's mental illness on employment and/or educational pursuits, with identification of specific behaviors that interfere with the person's work and school performance and develop interventions to reduce or eliminate those behaviors.
3. Develop an ongoing employment rehabilitation and/or education plan to help each person establish the skills necessary to find and maintain a job or educational goals and complete person-centered service/treatment plans and reviews to reflect these plans.
4. Provide individual supportive therapy to assist persons to identify and cope with the symptoms of mental illness that may interfere with their work and/or school performance.

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<sup>1</sup> Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

5. Conduct on-the-job or work-related crisis intervention.
6. Provide work-related supportive services, such as assistance with grooming and personal hygiene, securing of clothing, wake-up calls, and transportation.
7. Educate persons served as to work incentives such as the Social Security Administration's Ticket to Work and P.A.S.S. (Plans for Achieving Self Support) programs.
8. Identify, develop and maintain job placement and/or education opportunities for persons with behavioral health disorders by contacting employers and educational facilities while building networks for these purposes.
9. Conduct employability skills training to persons with behavioral health disorders.
10. Provide job placement assistance for clients of Life Management Center's EPIC Program and consultation to employers to identify or modify barriers to successful employment.
11. Offer on-site job and educational assistance to clients to promote successful employment or educational pursuits, including side-by-side coaching and supportive counseling.
12. Coordinate with community resources in service support and job development for persons with behavioral health disorders.
13. Provide information and referral to staff and clients related to employability and job procurement.
14. Assure that persons served meet eligibility requirements for the intended service and that, if required, client certifications are performed within the indicated time frames and documented in the client chart.
15. Document services according to Life Management Center policies and procedures.
16. Initiate and participate in activities for staff, program and center development.
17. Coordinate client services with other providers.
18. Have understanding of and ability to access benefits that support recovery for identified program participants i.e. SOAR, SSI/SSDI, Medicaid, Medicare, TANF, Vocational Rehabilitation.
19. Utilize team approach in the provision of an ongoing assessment of individuals' mental illness symptoms and response to treatment as well as participate in multidisciplinary treatment team for the development of the comprehensive treatment plan for each person served at treatment planning meetings using principle of Shared Decision-Making by which the team, consumer, and family negotiate and commit to a treatment plan. Make appropriate changes in treatment plans to ensure immediate and appropriate interventions are provided in response to changes in mental status or behavior, which put individuals at risk (e.g., suicidality).

20. With other team members, provide support and psychoeducational information to family members to help them become knowledgeable about mental illness, collaborate in the treatment process, and assist in their family member's progress.

**OTHER ESSENTIAL FUNCTIONS:**

1. Travel required between multiple service sites.
2. Deliver client services on a flexible basis that may include evening availability.

**Physical & Other Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

- Speaking:  Yes  No  
 Hearing:  Yes  No  
 Reading Comprehension:  Yes  No  
 Repetitive motion with hands, wrists, arms (e.g keyboard, typing, handwriting, etc.):  Yes  No

Ability to lift and carry up to 15 pounds.

Ability to handle stressful situations:  Minimal  Moderate  Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* Not Anticipated

Copy received by:

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Date: \_\_\_\_\_