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|   | **Job Description**   |
| **Job Title:**  | **Clinical Employment Specialist** |
| **Department:**  | Center for Opportunity Rehabilitation and Employment  |
| **Reports To:**  | Employment Program Manager  |
| **Location:**  | 1515 Dover Street, Lakewood, Colorado 80215 |
| **Hours:**  | Monday – Friday 8:00am – 4:30pm, some weekends and evenings  |
| **FLSA Status:**  | Non-Exempt  |
| **Salary Range:**  | $27 - $30 per hour  |
| **Schedule:**  | 40 hours per week  |
| **Updated:**  | February 15, 2023 |

# SUMMARY

This position provides diverse employment services and navigation support to individuals with significant barriers to employment (i.e., people with disability, justice involved, experiencing poverty, and/or homelessness). Services for participants include vocational assessments, facilitating pre-vocational and post-employment individual and group services. Supporting participants to identify job goals, execute effective job searches, obtain suitable and appropriate employment, as well as retain employment over time.

The clinical nature of this position will consist of assisting participants who struggle with mental health and/or substance use which interferes with their employment and life goals. This position will/can conduct group and individual counseling sessions to provide mental health and substance use disorder/relapse prevention for our participants.

# ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes some or all the following. Other duties and responsibilities may be assigned.

* Apply understanding regarding assessment criteria needed to determine employability.
* Establish and maintain rapport with all participants.
* Work with participants on an individual basis to assist in development of an individualized plan for employment and attaining the goals and objectives outlined within.
* Coordinate with internal and external vocational specialists to help participant job placement.
* Cultivate and maintain strong working relationships with employers and community partners.
* Complete all documentation and data entry as necessary daily.
* Attend applicable staff and community meetings.
* Coach participants in discussion of disabilities and necessary accommodations as well as previous justice involvement.
* Provide ongoing guidance, advice, and employment related assistance to participants.
* Develop resumes, perform mock interviews, and provide general job coaching.
* Provide mental health and substance use counseling support to participants via individual and

group sessions as needed and developed over time.

* Conduct intake assessment identifying needs, goals, and responsibilities of participant and program staff.
* Provide supportive services such as housing referrals, benefits application, transportation assistance, increase food access, clothing, and any other ancillary needs as appropriate.
* Work with participants in meeting their daily basic needs for living.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

# QUALIFICATIONS

* Critical understanding of mental illness, substance use disorders, and related behaviors, as well as how these influence employment situations.
* Understanding of employment challenges and barriers faced by people with disability, experiencing poverty and/or homeless to obtain and retain employment.
* Excellent verbal and written communication skills, grammar, and reasoning skills.
* Ability to manage confidential and sensitive information without breach.
* Proficient in data entry.
* Ability to function in a positive manner in a demanding work environment, to demonstrate a high degree of flexibility, to respond to priorities and schedules that change frequently.
* Considerable experience in crisis intervention and trauma informed care practices.
* Commitment to the potential of people to live a sustainable and fulfilling life regardless of their current situation or perceived limitations.
* Personal commitment to working within an integrated services model with emphasis on employment as a key component to ending poverty and homelessness.
* Proficient Microsoft Office skills; especially Outlook, and Word.

# EDUCATION and/or EXPERIENCE

* Required education depends on level of certification (CAS (CAC II), CAC III, LAC, LPC, LCSW).
	+ LPCCs and LSWs see below.
* The candidate for this position should have considerable experience in crisis intervention and trauma informed care practices; supporting individuals experiencing poverty, homelessness, and disabilities to obtain and retain employment.

# LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules and instructions. Ability to write routine reports and correspondence. Ability to speak effectively before groups of participants, co-workers, and community partners.

# MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

# REASONING ABILITY

Skill in analyzing information, problems, situations, practices, or procedures to:

* Define the problem or objective. Identify relevant concerns or factors.
* Identify patterns, tendencies, and relationships.
* Formulate logical and objective conclusions.
* Recognize alternatives and their implications.

# CERTIFICATES, LICENSES, REGISTRATIONS

* Valid driver’s license, proof of motor vehicle insurance. Must be able to be insured by Bayaud’s motor vehicle insurance carrier.

And must hold ONE of the following:

* CAS
* CAC III
* LAC
* LPCC, must be enrolled in a program to complete licensure.
* LPC
* LSW, must be enrolled in a program to complete licensure.
* LCSW

# PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands. The employee frequently is required to talk or hear; the employee is occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities by this job include close vision, distance vision, and ability to adjust focus.

# WORK ENVIRONMENT

* The work environment will be a combination of in a temperature-controlled office environment and in the field meeting with participants in the Colorado weather.

# ALTERNATIVE WORK PLAN

This position is not eligible for an “Alternative Work Plan”. All duties must be performed in the office or in the community with participants. Special projects will be considered on a case-by-case basis.

# TRAVEL

* May drive company vehicles with or without participants.
* Will have meetings at Bayaud Enterprises main office on a weekly basis.
* May travel outside of the state for trainings/meetings.
* May drive personal vehicle to work locations and will be reimbursed at the federal rate for mileage.

Equipment Used: PC, telephone, copy machine, fax, postage meter, calculator.

Bayaud Enterprises is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our goal is to be a diverse workforce that is representative, at all job levels, of the people we serve.

Signature Date