Job Posting

TITLE 15003 Individual Placement Specialist

CATEGORIES FTE

CLASSIFICATION Clinical Specialist

CLOSING DATE Until Filled

PERCENT OF TIME 100% FTE

PERSONNEL CODE 15003

PROGRAM First Episode Psychosis

UNION STATUS Professional Bargaining Unit

SALARY $36,916 - $42,454

SUMMARY: The Individual Placement Specialist (IPS) – Supported Employment/Supported Education is responsible for providing recovery oriented and culturally competent vocational and educational support services to young persons experiencing first episode psychosis. S/he works closely with a multidisciplinary team to plan, coordinate and deliver these services. Primary duties include employing a Shared Decision Making model to work towards mutually agreed upon goal setting and treatment decision making to assist consumers in their efforts to return to work or school. The IPS also participates in community outreach and recruitment. The position functions under the supervision of the FEP Team Leader with overall program supervision provided by the FEP Team Manager. The position includes some evening hours, and requires a valid driver’s license.

QUALIFICATIONS:

ESSENTIAL Education/Licensure

- Masters Degree in related human services field (e.g., Social Work, Nursing, Psychology, Counseling, etc.) including licensure as a trainee, or will apply for training license within 30 days of hire in the related human services field

Experience

- Commitment to work toward improving cultural competence as demonstrated by: valuing diversity, recognizing personal limitations in one’s competencies, and having the desire to improve
• Strong commitment to principles of normalization and to facilitating consumer participation in treatment/service planning and provision
• Extensive knowledge of psychotropic medications, their effects, and side effects
• Demonstrated ability to assess the effect of the consumers mental illness on employment/education and develop an ongoing employment/education rehabilitation plan
• Strong verbal, writing, organizational, leadership and advocacy skills
• Possession of a valid driver’s license, a favorable driving record, adequate insurance (per WI law) and access to a vehicle

Typical Physical Demands

Requires driving, sitting, standing, light lifting, bending, and reaching; and the ability to use and operate standard office equipment, including computer, calculator, phone, printer, cell phone, facsimile, etc.

Working Conditions

May require evening or weekend hours depending on program and consumer’s needs.

PREFERRED

• Masters Degree in Social Work, Rehabilitation Psychology or related field with ability to bill Medical Assistance (minimum of 3000 hours clinical experience working with persons with severe mental illness, or 1500 hours working within a CSP)
• Familiarity with a wide range of benefits and an extensive understanding of how earned income effects benefits such as SSI and SSDI
• Understanding of the relationship between the Dane County criminal justice system and mental health treatment and the interplay with getting employment
• Experience and specialized knowledge in providing substance abuse treatment to consumers who are dually diagnosed (i.e. - severe mental illness and substance use/dependence)
• Ability to make DSM diagnosis based on DSM assessment criteria, write a treatment plan and carry out treatment based on the DSM diagnosis
• Fluency in Spanish as well as English
• Knowledge of methods and theories of psychosocial rehabilitation and the assessment/evaluation tools useful in the rehabilitation approach
• Experience and ability with computer databases, particularly Macintosh systems

RESPONSIBILITIES:

A. Clinical (High Responsibility - 80% Of Effort)

1. The IPS is responsible to provide or make arrangements for provision of rehabilitation services provided in community-based settings to assess the effect of the consumer’s mental illness on employment/education and to develop an ongoing rehabilitation plan to enable the consumer to get and keep a job/continue their education.
2. Take lead role in performing initial and ongoing work and academic assessments including on-site, community-based evaluations.
3. Work with the consumer to identify behaviors that interfere with the consumers work or school performance and develop interventions to address the problem behaviors.
4. Provide individual vocational supportive counseling to assist the consumer to identify and cope with symptoms of mental illness that affect his or her work and/or school
5. Maintain contact with consumers to a degree sufficient to monitor, assist and evaluate progress and compliance with treatment plan methodology.
6. Provide work related supported services such as assistance with grooming, personal hygiene, securing appropriate clothing, wake up calls, transportation, on the job support and crisis assistance.
7. Monitor medication compliance and monitor for effects and side effects. Share observations with the team, including team RN’s and psychiatrist.
8. Assess consumer’s medical and mental status, progress, and problems, and share opinions with the team.
9. Contribute to culturally and clinically competent functioning of the treatment team, supporting and covering for other team members as necessary. Ensure that services promote principles of normalization and consumer participation, and that they comply with DHS 63.
10. Maintain records of contacts and services, clinical charts, and correspondence, completes all paperwork and records required by administrative code, demonstrates good medical practice, and adherence to the state contract. Assist in modifying record keeping and paperwork so it allows for/encourages inclusion of data about one’s cultural and spiritual aspects.
11. Coordinate clinical services with those of other JMHC programs and outside agencies and assist in problem resolution around clinical issues. Take steps to ensure professional integrity in ethical situations in accordance to NASW and APA (or selected human services field) professional guidelines.

B. Programmatic (Medium Responsibility - 20% Of Effort)
1. Represent program at events or meetings as requested by the Clinical Team Leader or Clinical Team Manager
2. Assist in the education and orientation of visitors, students, and volunteers.
3. Serve on JMHC committees or task groups as assigned, and attend in-service training and conferences as authorized and directed.
4. Implement and supervise projects or groups as assigned.
5. Provide clinically and culturally competent consultation, training and education about CSP services to other JMHC staff and outside providers on clinical issues.
6. Maintain minimum service expectations

C. Other Duties As Assigned.
The above statements are not to be interpreted as an exhaustive list, but are intended to describe the general nature and level of work being performed by this employee.

Applications are available:

- at www.journeymhc.org/careers
- or pickup at Journey Mental Health Center, 625 W Washington Ave., Madison, between 8 a.m. and 8 p.m. Monday-Thursday and 8 a.m. to 5 p.m. Friday

Resumes are NOT accepted in place of completed application forms, but can be attached. Employment is contingent upon a receipt of favorable results of background history and driver’s record check.
Journey Mental Health Center is an Equal Opportunity/Affirmative Action Employer. It is the agency's belief that staff diversity and cultural competence are the foundation for services, which are accessible, effective, and relevant to the diverse needs of Dane County children, youth, families, and adults. Women, disabled, and culturally diverse applicants are strongly encouraged to apply.