



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

JOB DEVELOPER / PLACEMENT SPECIALIST

DATE POSTED: February 1, 2016

APPLICATION DEADLINE: OPEN UNTIL FILLED

Position no. /Range: 4052/47.50

Union Status: Non-Union

Starting Pay: \$17.65- \$ 19.48 per hour

No. of Weeks: 52

Hours of Work: 8:00am- 5:00 pm

Status: Full Time/ Non- Exempt

Location: 286 Euclid Ave., SD, CA 92114 Ste. 102

Dept./Program: Project Enable

Basic Job Assignment:

Under general supervision of the Employment Support Specialist Lead, the Job Developer/Placement Specialist helps clients find and keep competitive employment that is consistent with their vocational goals. This position exists to develop job placement opportunities for adult clients affected by serious mental illness and co-occurring disorders, including seeking out job sites, job coaching and readiness training, and placement opportunities. The Job Developer/Placement Specialist engages clients and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community settings. The position also assists clients in learning how their benefits will be affected by earned income and assists with an individualized plan for reporting earnings to Social Security Administration or other sources of benefits when employment is achieved.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a general understanding of The general needs of a low income population as well as familiarity with available resources; State and federal laws governing hiring practices; The general needs and challenges of individuals affected by serious mental illness and co-occurring disorders; Knowledge of successful career planning techniques and labor law; Cultural and socio-economic issues relevant to providing appropriate rehabilitation and recovery services to special population groups, including Latino, African-American, and LGBTQ communities. The ideal candidate will have the ability to work with people, using courtesy, tact and diplomacy; Display excellent social/interpersonal skills and writing ability; be well organized and self-directed; demonstrate proficiency with PC computer software; work effectively alone and in a team environment; set and keep deadlines; display commitment to and knowledge of program policy and procedure; document a minimum of 15 job placements each year; utilize marketing/public relational skills; be able to communicate with a diverse audience and executive level staff; and maintain confidentiality. The ideal candidate will demonstrate cultural competency and cultural sensitivity routinely in every day work relationships and have experience working with culturally and ethnically diverse, low income or no income clients and unique populations and demonstrate cultural competence, awareness, and sensitivity routinely in every day work relationships.



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Qualifications:

- Education and experience equivalent to an undergraduate degree in mental health, social services, or business with at minimum an Associate's Degree;
- Bachelor's Degree preferred;
- Professional experience working with people with serious mental illness;
- Previous successful experience in job development, providing employment services, job coaching, job retention, and knowledge of the work world are preferred;
- Bilingual (English/Spanish) preferred.
- A valid California driver's license, current car insurance, and reliable transportation required.
- Must be able to work independently and have advanced organizational skills and business intelligence.
- Strong interpersonal and communication skills, in person and on the telephone required;
- Proficiency in Microsoft Office Suite required.

Example of Major Functions:

- Completes a career profile for each new client with information from the client, mental health practitioners, and with permission, family members or past employers. Updates the profile with each new job and education experience.
- Gathers input about skills, interests, strengths of the client and ideas for support and assists evaluating their employment assets and aptitudes;
- Schedules and interviews participants to assess employability, and to identify gateways and barriers to employment to include: interests, skills, health, transportation, family and support groups, language, and communication skills, etc.;
- Assists clients in developing and creating resumes that highlight their vocational skills and interests;
- Assists clients in preparing for employment interviews and may accompany clients to interviews on occasion, if appropriate;
- Develops an individual employment plan with the client and with input from the behavioral health coordinator, other treatment providers and family members (with permission).
- Updates the employment plan quarterly or when there is a change in employment or education status;
- Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people in his/her caseload, following the principles and procedures of the Individualized Placement Services (IPS) model;
- Conducts at least six employer contacts each week to learn about businesses and employer needs, to talk about specific clients who are looking for work;
- Manages an average caseload of 25 clients per full time worker;



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Example of Major Functions (continued):

- Supports clients making employer contacts by applying for jobs, or learning more about jobs available in the community, on average within 30 days of program entry;
- Provides individualized follow-along supports to assist clients in maintaining employment;
- Provides outreach services as necessary to clients when they miss appointments and uses a variety of methods to discover what is interfering with the person's employment plan;
- Provides frequent in-person supports during the first month of a job and at least monthly after working steadily in a job;
- Develops and monitors work sites and makes appropriate work site placements;
- Provides education and support to employers as agreed upon by clients, which may include negotiating job accommodations and follow-along contact with employer;
- Spends at least 50% of total scheduled work hours in the community, performing outreach and related tasks;
- Interfaces with Project Enable and external providers to ensure care coordination and service integration;
- Attends meetings with clinic care coordinators to discuss possible referrals and shared clients;
- Maintains timely, accurate, and legible documentation using assigned forms and formats for each client and/or may be required to enter documentation in the program Electronic Health Record (EHR);
- Retains records in accordance with contract and NHA Legal Department guidelines;
- Other duties as assigned by management.



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. The included supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

NOTE: *Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.*

BENEFITS:

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

***Medical and dental benefits are provided to regular employees who work a minimum of 20 hours per week.**

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department.