

**Position Title:** Independence Center Employment Specialist -Clubhouse

**Location:** St. Louis, MO

**Duration:** full-time

**Do you believe your passion is helping adults with mental illness live and work in the community with dignity? Are you flexible and open to experiencing new challenges on a daily basis? Do you regularly go above and beyond the call of duty? Do you have a sense of humor?**

If so, Independence Center is seeking a full-time Employment Specialist at their offices in the Central West End at 4245 Forest Park Ave. The Employment Specialist works with the unit team and is responsible for assisting members, our clients, with obtaining and maintaining work through transitional, supported and independent employment opportunities. Employment specialists also work with Vocational Rehabilitation to support members and bill for services provided to members. Employment placement and retention are the desirable outcomes.

**Company Background:**

In partnership with Barnes-Jewish Hospital, Independence Center is a nonprofit organization committed to providing a comprehensive system of high quality programs and services to assist adults in the St. Louis metropolitan area with serious and persistent mental illnesses to live and work in the community, independently and with dignity.

To accomplish its mission, the Center promotes rehabilitation and employment, provides educational, social and housing opportunities and offers training in its approach to community based care. For more information, please visit [www.independencecenter.org](http://www.independencecenter.org).

If this sounds like a perfect match to you, please apply on the website below by completing a profile, clicking on the location Barnes-Jewish Hospital, and searching for Independence Center staff.

<http://www.bjc.org/Jobs>

**Minimum Requirements**

Independence Center Staff I requires a Bachelor's Degree in a Human Service Field

Independence Center Staff II requires a Master's degree in Human Service Field

Experience

Less than one year - 1 year

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**Preferred Requirements**

Experience in mental health

2-5 years of overall experience

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**Benefits Statement**

- Comprehensive medical, dental, life insurance, and disability plan options
- Pension Plan
- 401(k) plan
- Tuition Assistance
- Health Care and Dependent Care Reimbursement Accounts
- On-Site Fitness Center (depending on location)
- Paid Time Off Program for vacation, holiday and sick time

## **Employment Staff Responsibilities**

- Foster an atmosphere of belief in all member's ability to work
- Complete Placement Manager training annually and fulfill placement manager responsibilities
- Provide as much support as needed to assist members with employment goals - act as trainer, troubleshooter, bus trainer, follow-along support, benefits counselor, advocate and liaison with the employer for TE/SE position
- Provide customer service to employer through relationship building and education
- Attend, participate and facilitate employment meetings/celebration
- Encourage members to break the cycle of TE through job development activities and support members seeking supported or independent employment
- Assist with resume development, interview skills and job searches as necessary
- Assist members with understanding how their benefits will be affected by working including SSDI, SSI, Food Stamps, Medicaid, SCLP, Section 8, etc. Employment staff will utilize onsite Benefits Specialists when needed.
- Complete the Career Profile for all members interested in SE. The Profile will be updated with each new job experience
- Responsible to assure that members have first contact with employer within 30 days of completion of career profile.
- Discuss member's preference for disclosure of psychiatric status to employers, including possible costs and benefits and specific information to be disclosed.
- Develop employment objectives to be included in Independence Center's Individual Plan.
- Coordinate services with family and other providers including BJC Behavioral Health, physicians, therapists, case workers, Voc Rehab, and other agencies
- Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the members staff are working with.
- Build relationships with employers by conducting at least six employer contacts each week to learn about local businesses and employer needs, to talk about specific members and Independence Center's employment programs.
- Spends at least 65% or more of total work hours in the community engaging members, contacting employers for job development and providing follow-along supports.
- Provides individualized follow-along supports to assist members in maintaining employment. Provides frequent face-to-face supports during the first month of a new job and at least monthly after working steadily.
- Provides education and support to employers as agreed upon by the member – this may include negotiating job accommodations and follow-along contact with the employer.
- Provides outreach as necessary to members who are disengaged including phone, job and home visits.
- Function as a liaison with Vocational Rehabilitation.