



WORKING TITLE: SUPPORTED EMPLOYMENT / EDUCATION SPECIALIST	CLASSIFICATION: HUMAN SERVICES SPECIALIST I
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: COMMUNITY SUPPORT SERVICES
PAY RANGE: OPEU 19	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIRMENTS: ATTACHED	WORKERS COMP CODE: 8832
PPE: PER WORK LOCATION	REVISION DATE: NOVEMBER 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs a variety of tasks in support of program objectives. Responsible as part of a multidisciplinary team to provide supported employment or education services for adults with serious mental illness (SMI). Provides or participates in consultation, in-service training, and education programs. Assists in quality assurance activities. Participates in program planning and development. Maintains client records. Assists with orienting new staff. Performs other necessary administrative tasks and related work as required by the Program Supervisor.

SUPERVISION RECEIVED:

Works under the direct supervision of a Behavioral Health Clinician, Advanced Practice Behavioral Health Clinician, or Program Manager.

SUPERVISION EXERCISED:

May provide some supervision and training of other staff and volunteers.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Provides high fidelity supported employment or education services, as assigned, per the Oregon Integrated Supported Employment/Education Fidelity Scale: Version 1 September 2017.
- Maintains records and reports on outreach; compiling necessary feedback about the outreach effort, and current records of treatment as required according to agency and administrative rule standards.
- Maintains current records of treatment as required, including intake, contacts, initial individual search, and follow-along support plans, plan updates, and progress reports according to agency standards for timelines.
- Counsels with clients and/or families on a selective basis.
- Participates in family or group therapy as co-therapist with another Mental Health Specialist, as necessary.
- Participates in staff or case conferences with other disciplines regarding treatment plans for clients.
- Performs or assists with outreach, case management, mediation monitoring, urgent intervention, skill training and socialization, identifying and coordinating vocational and

residential services, and daily structure and support for individuals with behavioral health disorders, intellectual disabilities, and/or developmental disabilities, as necessary/needed.

- Coordinates services of other agencies to meet client needs.
- Assists in training volunteers and coordinating the volunteer program.
- Prepares statistics and other administrative reports as required.
- Assists in research and program evaluation activities, including quality assurance activities.
- Participates in community educational activities and in selected areas of consultation.
- Promotes and assists in development of new programs and resources in the community.
- Participates in selected areas of program planning and development, including quality assurance initiatives.
- Provides outreach services as necessary to help support client needs and/or in the community.
- Provides care coordination, advocacy, and assistance in gaining further understanding of mental health disorders and symptom management skills for clients.
- Provides intensive treatment structure and support for adults and/or children.

JOB SPECIFICATION

KNOWLEDGE OF:

- General mental health, developmental disabilities, and chemical dependency and addiction-recovery concepts, social structure, agency functioning, and individual differences in people.
- Other community agencies and resources.

SKILL IN:

- Working with individuals who are chemically dependent, or have psychiatric and/or developmental disabilities.
- Communicating effectively, both orally and in writing.

ABILITY TO:

- Use interviewing skills.
- Assist in development of relevant and realistic treatment plans.
- Work harmoniously with peers and professionals in various disciplines.
- Meet and work with other professional and nonprofessional people in the community.
- Profit from in-service training programs.
- Write concisely and perform administrative tasks.
- Maintain confidentiality.
- Attend work as scheduled and/or required

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree in a related field AND at least one year of experience in a setting relevant to the duties and skills noted above required. An appropriate combination of education and experience may be substituted for degree. Within 1 year of hire, may need to meet, or have the ability to meet the qualifications of CADC to work in chemical dependency program and/or meet the QMHA requirement in the mental health program.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment, and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Frequent interruptions may be encountered throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.