

Title of Job: Employment Specialist

Position Description:

Well Being Development (WBD) is a 501(c)3 non-profit with the mission to inspire and foster activities that develop and enhance the mental well-being of residents in and around the rural NE Minnesota communities of Babbitt, Ely, Embarrass, Soudan, Tower, and Winton. Current programming includes the Northern Lights Clubhouse, Ely Behavioral Health Network, and Ely Wellness Fund.

WBD is seeking a half-time staff-person to provide employment support to community members with behavioral health, physical health, and other barriers to work. This is a 1-year grant-funded position through August 31, 2020 with the possibility to extend past that time period.

This is an exciting opportunity for an individual seeking to help design and promote this new service to the Ely area, and ultimately help community members who want to work and get back into the job market. The Employment Specialist will manage and carry out employment services by meeting with a small caseload of clients “where they are” and supporting them in obtaining and maintaining employment consistent with their goals.

Job Responsibilities:

Outreach

- Conduct outreach and marketing activities to promote the program in the community to potential clients, employers, and the general public.
- Develops relationships with local employers by learning about their businesses, hiring practices, hiring preferences, etc. over multiple visits in order to learn about different employers and types of jobs available.

Intake & Assessment

- Develops an individual employment plan with clients. Incorporates input from mental health team and family members, with permission.
- Assists clients in obtaining information about their benefits (e.g., SSI, Medicaid, etc.) and how they will be affected by employment in order for clients to make good decisions about employment opportunities.

Job Placement & Support

- Conducts job development and job search activities with clients (assistance with resume writing, job search, interview skills) directed toward positions that are individualized to the interests and uniqueness of each person.
- Once a client is placed in a job, provides individualized follow-along supports to assist clients in maintaining employment.

- Provides education and support to employers as agreed upon by clients, which may include negotiating job accommodations and follow-along contact by the employment specialist with the employer.

Program Administration

- Provide a variety of engagement methods as necessary to clients when they appear to disengage from the service.
- Provides organized tracking and timely documentation that meets requirements of various funding sources.
- Participates in face-to-face meetings with mental health providers, community health workers, vocational rehabilitation counselors, family members, and other community partners to coordinate services for clients when necessary.

Required Skills and Abilities:

Adaptive: Uses a problem-solving approach when faced with challenging or difficult situations. Changes your approach based on new information and open to learning new skills or technologies.

Collaborative: Effectively collaborated with mental health providers, community health workers, the Northern Lights Clubhouse, vocational rehabilitation counselors, family members, and other community partners.

Organized: Able to keep track of client and employer information and next steps and collect and aggregate data as necessary.

Professional: Aware that they are modeling professional behavior to clients at all times. Maintains healthy boundaries.

Relationship-builder: Utilizes good client interviewing skills in order to learn about individual preferences, past experiences, and hopes and concerns regarding employment. Interested in other people's life experiences and asks good questions.

Responsive: Returns phone calls and reacts to situations in a timely manner. For example, returns client phone calls within 24 hours. Goes to see employers about job loss or job problems within 24 hours. Follows up on job leads within 48 hours.

Self-directed: Independently conducts work from a variety of settings and with no set schedule. Reaches out for help when a problem emerges.

Strengths-Based: Recognizes each person's skills, experiences, and values that support employment. Is open-minded about helping people move into jobs, regardless of active substance use disorders or other barriers

Timely: Able to manage a variety of tasks to serve all clients, employers, and potential clients on the case load.

Job Qualifications:

A BA or AA in a related field such as social work, psychology, business, or marketing is preferred but not required.

The most qualified candidates will have experience:

- working with people who have experienced trauma or live with physical and mental illness
- experience managing a case load or managing large projects
- knowledge of the employment world

Communication skills and ability to work as an effective team player are essential. Experience with Microsoft Office, email, and basic data entry is also preferred.

This employee may spend more than 50% of scheduled work hours in the community. For example, meets clients at community locations such as home, workplace, coffee shop, meeting with potential employers, library, VR office, family home, etc. or takes clients to apply for jobs, investigate local colleges, etc.

The employee is often required to sit and use their hands and fingers, to write or type. The employee is occasionally required to stand and walk and may be required to carry up to 20 pounds of office supplies if working across multiple locations. Vision abilities required to perform this job include close vision.

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. WBD is an equal-opportunity employer and employment decisions will be made without regard to race, color, religion or belief, national, social or ethnic origin, age, sex, physical, mental or sensory disability, sexual orientation, gender identity or any other protected status.

Details

This is a half-time position starting at a wage of \$15.00 per hour with paid time off and a flexible, supportive work environment. Please reach out with any questions.

To apply, send resume and cover letter to Maria Paschke, WBD Executive Director, at mariap@elywbd.org or (612) 466-0821. Applications will be considered on a rolling basis with preference given to those who apply by August 9th, 2019.