

**MENTAL HEALTH ASSOCIATION OF ORANGE COUNTY
JOB DESCRIPTION**

TITLE: **EDUCATION and EMPLOYMENT SPECIALIST**

SUMMARY:

Under direction of the Program Director, the Education and Employment Specialist is responsible for promoting vocational opportunities to mental health consumers.

REPORTING RELATIONSHIPS: This position reports to the Program Director.

STATUS: Full-time, Non-Exempt

DUTIES AND RESPONSIBILITIES:

Essential:

1. Initiate program development with supervisors and grant partners, ensuring the program meets desired outcomes.
2. Provide individual and group trainings, counseling and support to assist consumers in returning to school or obtaining employment.
3. Develop documents, training materials and job seeking information to assist consumers in their efforts.
4. Educational settings outreach and networking to assist enrolled consumers in credentialing opportunities to further job prospects, including on-site support for consumers.
5. Employer outreach and networking to establish working relationships and increased employment opportunities for consumers in the community.
6. Responsible for developing documents and procedures for data collection to support outcomes.
7. Establish a working relationship and referral process for jobs.
8. Develop community relationships with employers to help support consumers with employment retention.
9. Conduct employment preparedness presentations regularly.
10. Follow up with consumers following placement, provide needed supports to promote retention, provide on-site job coaching support as needed.
11. Create and maintain a safe, supportive and accepting environment for consumers.
12. Assimilate statistical information for funding reports and outcome study on appropriate forms in an accurate and timely fashion.
13. Attend weekly staff meetings and other designated meetings, and work as a member of the multidisciplinary team.

Secondary:

1. Assist with exploration of funding sources available to augment current program for expansion.
2. Perform other duties as assigned by Program Director.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Social Work or Psychology, and 4 years' experience in a mental health setting as a specialist in the fields of physical restoration, social adjustment, or vocational adjustment. Up to 2 years of post AA clinical experience may be substituted for the required educational experience in addition to the requirement of 4 years' experience in a mental health setting.
2. Knowledge of severe mental illness and its symptoms.
3. Bilingual (Spanish/English or Vietnamese/English) and Bicultural ability and knowledge is preferred.
4. Possession of or ability to obtain a California Driver's License and maintain a driving record meeting with agency insurance requirements.