



**New Directions<sup>®</sup>  
Northwest Inc.**

**Administrative Office**  
(541) 523-7400  
Fax: (541) 523-4927  
2100 Main Street, P.O. Box 1005  
Baker City, OR 97814  
[www.newdirectionsnw.org](http://www.newdirectionsnw.org)

Chief Executive Officer: Shari Selander

*New Directions for Positive Changes....*

*"Specializing in helping people with Alcohol, Drug, and Gambling Addictions, Mental Health, Developmental Disabilities and Prevention."*

## POSITION DESCRIPTION

Name: \_\_\_\_\_ Employment Status: **Regular Full-Time**

Program: **New Directions Behavioral Health & Wellness** Exempt/Non-Exempt: **Non-exempt**

Class Title: **Supported Employment Specialist/QMHA** Effective Date: **2019**

**General Purpose:** Assess severe and persistent mentally ill client case load for employment capabilities, provides training assistance, offers continuing support, and assists clients target potential jobs, explore job possibilities in the community, and makes job placements. Services are offered in a community based or home based setting. Educates employers and community providers about New Directions Behavioral Health & Wellness Employment Services and how they operate as a successful community placement model for employing people with long term mental illnesses and encourages them to recognize client's abilities to be productive and successful.

**Position Specific:** A significant portion of this position will be spent collaborating with community partners and employers; performing analysis of client skills to employer job requirements and tracking employment status.

**Supervision Received:** The Supported Employment Specialist/QMHA is supervised by the FCC Supervisor with input from the Program Director of New Directions Behavioral Health & Wellness.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Meets standards for supported employment documentation and work accuracy including timely completion of progress notes, assessments, treatment plans and authorization requests.
- Meets standards for direct service, implementation and utilization of the clinical model of fidelity based IPS Supported Employment, quality of clinical practice and teamwork.
- Interviews individuals and, if applicable, family members or team members in the client support system to complete the strengths based vocational assessment to identify clients' skills and strengths, interest, goals, dreams, aspirations and resources available to reach their goals.
- Supports individuals to help them understand and overcome personal, social, or behavioral problems affecting their vocational situations.

**Baker House: Womens Program**  
(541) 523-6581 Fax: (541) 523-9237

**Baker House: Mens Program**  
(541) 523-8320 Fax: (541) 523-8325

**Recovery Village Women & Children Residential**  
(541) 523-4049 Fax 541-523-4062

**New Directions Program at Powder River Correctional Facility**  
(541) 523-9894 Fax: 541-523-8067

**New Directions Behavioral Health and Wellness**  
(541) 523-3646 Fax:(541) 523-7602

**Prevention Programs:**  
Substance Abuse  
Mental Health Promotion and Prevention  
(541) 524-9070 Fax: 541-524-9077

**Developmental Disabilities**  
(541) 523-8366 Fax: 541-523-4927

**Total Health Program**  
(541) 524-9070 Fax: 541-524-9077



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- Develops employment focused service plan based on clients' interests, abilities, strengths and needs. Service plans will have measurable goals and objectives based on the diagnosis and/or functional status. These will specify type, frequency, intensity, and duration of service. Service plans will be client driven and follow-ups will be completed on time, assessing the quantity and quality of services provided.
- Researches possible job openings and opportunities for clients by contacting employment services, newspaper want ads, previous contacts, cold calling, and any other means of reaching potential employers.
- Performs job analysis, matching potential openings with clients' needs, skills, and logistics of getting to the job site.
- Establishes and maintains connections with businesses offering employment opportunities.
- Set up interviews for clients, assist clients with application, resume preparation and interviewing skills.
- Identify barriers to client employment, such as inaccessible work sites, inflexible schedules, and transportation problems and work with clients to develop strategies for overcoming these barriers.
- Maintain close contact with clients during the job training and placements to resolve any problems and evaluate placement adequacy. Provide job coaching as determined by clients' needs and employer's wishes.
- Perform interventions as needed with assigned clients previously placed who may be at risk of losing their jobs. Work closely with employer and client to resolve issues as soon as possible.
- Coordinates and consults with other treatment team members to keep team informed of issues and progress.
- Educates individuals, groups, families, or communities regarding vocational rehabilitation issues.
- Refers client or family to community resources including state vocational rehabilitation services and benefits counselor.
- Provides crisis intervention to clients when difficult situations occur.
- Monitors and tracks employment status. Provides accurate and timely written reports as required or requested. Maintains client records in compliance with agency and confidentiality guidelines. Completes documentation in an electronic health records system.
- Serves as back-up for other Adult Severely Persistently Mentally Ill program staff when needed.
- While on duty, you must always carry, keep turned on and answer the company cell phone.

## **PERIPHERAL DUTIES**

As assigned.

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## **DESIRED REQUIREMENTS**

Bachelor's degree in Social Work, Psychology, Counseling or behavioral health related field preferred, or AA degree plus three (3) years of comparable experience, or Five (5) years experience in a human services field/employment services, with a minimum of one (1) year experience in the behavioral field.

- Demonstrated ability to communicate effectively; understand mental health assessment, treatment and service terminology and individual, group, family and other counseling techniques; program policies and procedures for services and supports identified in an Individual Services and Supports Plan.
- Demonstrated ability to provide culturally-competent treatment services to diverse client populations and maintain a cooperative working relationship with others in a culturally diverse environment.
- Ability to provide employment services and compliance with confidentially in accordance with federal, state, and/or funding source requirements.
- Knowledge of community resources enabling appropriate referrals for specific client needs.
- Proficient in Microsoft Outlook, Excel, and Work. Ability to master proprietary software including electronic health record system required.
- Requires access to a car, a valid Oregon Driver's License, and proof of current automobile insurance coverage.

## **PREFERRED REQUIREMENTS**

Journey-level professional counseling position with a B.A. degree plus two years of experience or an equivalent combination of education and experience.

## **TOOLS AND EQUIPMENT USED**

Computer, fax machine, copy machine, and cell phone

## **PHYSICAL DEMANDS**

The physical demands described here 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. While performing this job, the employee is regularly required to reach with and fully utilize their hands and arms. The employee is frequently required to stand, walk, talk and hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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**WORK ENVIRONMENT**

Work shall be performed at the Outpatient Services Program and throughout the community at various other business locations. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to dress in a professional manner at all times.

**Note to Employee:**     *DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED OF THE SPECIFIC JOB REQUIREMENTS FOR THIS POSITION.*

Will you be able to perform the essential functions of this job, with or without reasonable accommodation?

**Please initial one**            \_\_\_\_\_ Yes \_\_\_\_\_ No

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**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE, AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.**

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Employee's Signature

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Supervisor's Signature

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