

# CHOICES

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## JOB DESCRIPTION

<b>JOB TITLE:</b>	ACT Vocational Specialist II
<b>REPORTS TO:</b>	ACT TEAM LEAD
<b>DESCRIPTION STATUS:</b>	NON-EXEMPT
<b>SALARY:</b>	DOE \$45-50k
<b>HOURS:</b>	Full time, M-F, 9am – 5pm

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### POSITION SUMMARY

Assertive Community Treatment (ACT) is a client-centered, recovery-oriented behavioral health service delivery model. ACT is designed specifically for persons who have the most severe and persistent mental illnesses, have severe symptoms and impairments, and who historically have not benefited from traditional outpatient programs.

**Vocational Specialists** are members of the Assertive Community Treatment (ACT) team who provide flexible, community based services that are designed to promote the stability, recovery and community reintegration of formerly homeless individuals who have a mental illness and abuse substances. The Vocational Specialist performs routine team duties, while integrating vocational goals and services with the tasks of all team members. This staff member provides needed assistance through all phases of the vocational service. The ACT Team Leader and Lead Mental Health Clinician provide direction, supervision and oversight of the **Vocational Specialist**. Examples of services and responsibilities are listed below.

### ESSENTIAL JOB FUNCTIONS:

**(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)**

#### **A. JOB DUTIES**

- Collaborate with client in the formulation of a Comprehensive Service Plan that is reviewed and modified with client on a regular basis.
- Provide outreach, case management, advocacy, and other needed services to clients in any environment including: the streets, shelters, prisons, hospitals, apartments, office, etc.
- Provide individually tailored services to each client in the following areas: school, training & work opportunities, activities of daily living, health, wellness self-management, relapse prevention, money management & entitlements, medication support, self help & empowerment, problem solving, family life & social relationships, and integrated treatment for substance abuse.
- Maintain written and computerized records compile reports and complete other program documentation (e.g., progress notes, incident reports, on-call logs, letters, and psychosocial assessments).
- Organize and participate in social activities with clients in the community.
- Coordinate and monitor referrals to community services and advocate client participation.
- Participate in on-call rotation.
- Perform related work as assigned.

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- Assist clients to prepare for and find employment.
- Oversee ACT team tenant worker program activities.
- Provide/facilitate employer education, job development & job coaching services.
- Provide vocational information and technical assistance for ACT team staff.
- Develop & strengthen relationships with employers & vocational support agencies.
- Train Vocational Specialist I.
- Increased billing expectations from Vocational Specialist Level 1.

## **B. CORE VALUES**

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc.. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

### PRINCIPLES OF RECOVERY:

Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

## **REQUIRED ESSENTIAL JOB QUALIFICATIONS:**

1. High School Diploma or GED
2. Degree in Human Services OR 2 to 3 years related experience of job qualifications
3. Patience, creativity, flexibility, compassion and sensitivity to persons with disabilities and other minority populations
4. Responsible, organized, efficient.
5. Career experience in social services, supported housing, or with persons with disabilities.
6. Excellent communication, writing, and computer skills.
7. Minimum two-year training and/or experience in job finding, employment counseling or vocational rehabilitation.
8. Non-credentialed individuals or consumers with appropriate experience may qualify.
9. High level of confidentiality and ability to work with different personalities on all different levels
10. Knowledge with Microsoft Suite and Outlook
11. Able to pass an extensive state and federal background check
12. Knowledge of AKAIMS preferred but not required
13. Negative TB test results
14. Valid AK drivers license with 5 years clean driving record
15. Excellent typing skills and knowledge of office equipment (fax machine, photocopier, etc.) use and maintenance

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16. SOAR (SSI/SSDI Outreach, Access and Recovery) certified (if not certified, need to obtain within 6 months of hire).
17. Able to become a Work Incentive Practitioner within one year from hire date.

**We are an EEO, AA, and ADA employer**

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This Job Description reflects CHOICES, Inc.'s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Duties performed are typically in a community setting. Frequent sitting. Long periods of standing and walking. Some lifting of 50 lbs or less and some stooping, squatting and bending

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.

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Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_