



## **JOB ANNOUNCEMENT**

Hamilton-Madison House is seeking a full-time Vocational Specialist who will be responsible for providing vocational services to individuals living with mental illnesses to help them achieve their vocational goals and recovery in the Personalized Recovery Oriented Services program. He/she will coordinate the vocation and employment component of the program. The position also may include carrying a small caseload of direct clinical work as needed in the program. He/she will also be involved in assisting the Assistant Executive Director and other Program Directors in developing and maintaining partnerships with other organizations on service delivery, research, community services and outreach efforts.

### **Minimum Qualifications:**

- Bachelor's degree in human service related field
- Bilingual English/Cantonese and/or Mandarin required
- Excellent networking skill with potential employers and local Chinese community resources
- Knowledge or experience in Individual Placement a Support (IPS) and government benefits preferred
- Excellent oral and written communication skills
- Ability to work in a multidisciplinary team environment
- Experience working in the mental health field preferred

### **Responsibilities:**

- Coordinate the vocational/employment component of the program
- Provide vocational services (e.g., Individual Placement and Support) to participants
- Provide employment training services (e.g. job search, job seeking skills, job interview practice to program participants
- Develop jobs for program participants
- Build strong connection with the local community organizations, employers and resources
- Provide other recovery oriented assessment, develop recovery plans, and help individuals with mental illness to fulfill their life goals, especially those with employment related goals
- Collaborate with the multidisciplinary team to assist and engage participants in their recovery process
- Maintain quality client records and progress notes according to OMH regulation and established HMM protocols

### **Compensation:**

Commensurate with qualifications and experience

### **Hours:**

Monday to Friday, 9am – 5pm, 37.5 hours per week

To Apply:

Submit your cover letter and resume to:

Human Resources

Fax: 212-349-2793

Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

Posting Date:

August 10, 2021

Application Deadline: Until filled

**Hamilton-Madison House is an Equal Opportunity Employer**