



JOB ANNOUNCEMENT

The Vocational Specialist provides 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
- Ability to speak either Cantonese or Mandarin required, preferably both
- Excellent networking skill with potential employers and local Chinese community resources
- Knowledge or experience in Individual Placement and Support (IPS) and government benefits preferred
- Excellent oral and written communication skills
- Ability to work in a multidisciplinary team environment
- Experience in the mental health field preferred

Essential Functions:

- Coordinate the vocational/employment component of the program
- Provide vocational services (e.g., Individual Placement and Support) to participants
- Provide employment training services (i.e. 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 services in groups, especially those relevant to entitlements and benefits
- Conduct 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 a 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
- Engage in research projects, outreach, and educational activities as assigned by supervisor
- Participate in program team meetings, relevant trainings, and weekly supervision

- Provide vocational base trainings to staff and interns as requested
- Other duties assigned by PROS Director or Assistant Executive Director
- Serve as the duty person to ensure smooth program operation
- Perform administrative and clerical tasks as needed

Compensation: Commensurate with qualifications and experience
Hours: Monday to Friday, 37.5 hours per week

To Apply: Submit your cover letter and resume to:
Human Resources
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: January 10, 2018 Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer