

Job Posting
Mental Health Association of NYC
Senior Vocational Specialist

Position Description: The Senior Vocational Specialist is responsible for providing comprehensive services to ensure that seriously and persistently mentally ill individuals make a successful transition to work. The position also requires administrative and reporting responsibilities to ensure compliance with funding source contracts.

Reports to: Director of Adult Services

Major duties and responsibilities:

- Maintain an average caseload of approximately 10 consumers from the Enclave in Industry program and the VESID programs
- Conduct screenings, intakes, assessments, vocational counseling, job readiness skills training, and case management services.
- Coordinate with consumer support network, maintaining regular contact with consumer's referral source and other support staff involved in the case
- Develop competitive Enclave employment opportunities by accessing community resources, media, job banks, networking and outreach.
- Maintain a centralized employment database
- Assist with provision of task analysis, job coaching and follow-up support services as needed
- Maintain regular contact with employment site supervisors
- Provide entitlements counseling for caseload
- Maintain timely and comprehensive case record and statistical documentation in accordance with DOHMH reporting and documentation requirements and MHA policies and procedures
- Act as liaison to VESID: submit all reports and billing documentation on a monthly basis, and coordinate NYISER reporting with Uptown Fast Track
- Act as liaison to DOHMH: track census, provide monthly reports and quarterly statistical reports, ensure compliance with DOHMH standards
- Act as liaison to Ticket to Work; confirm ticket assignability, submit completed paperwork for IWP and milestone tracking.
- Attend all internal and external meetings and trainings as required
- Other duties as defined by the Director of Adult Services

Qualifications: Masters degree with at least one year experience in the delivery of psychiatric rehabilitation services. Highly organized, strong written and verbal communication skills, ability to function effectively as part of a team. Spanish speaking a plus.

Resumes to: mdesroches@mhaofnyc.org