

Job Title	Employment Specialist
Employer/ Agency	Jewish Family Service
Job Description	<p>Position Summary Assist in the management and development of the MainStreet Opportunities Programs within the Disability Department of the Jewish Family Service.</p> <p>Position Responsibilities</p> <ul style="list-style-type: none"> • Assist clients with, developmental, psychiatric and physical disabilities in obtaining and maintaining competitive employment. • Develop vocational programs and determine outputs and outcomes. • Develop trusting and collaborative relationships with clients and families. • Assist clients in developing goals toward competitive employment and develop individual employment plans. • Complete pre-vocational tasks with clients including vocational assessments, resume preparation, job search networking techniques, and interviewing skills. • Train or mentor clients in vocational skills required to maintain employment including social skills, medication management, personal hygiene and transportation. • Conduct individualized job development and job search directed toward employment consistent with clients' strengths and goals. • Provide on-site support during employment interviews, new hire orientation, first 90 days of employment and then as needed by the client. • Advise clients about disclosure methods, reasonable accommodations and provide education to employers as necessary concerning clients' disabilities. • Provide job coaching for clients as requested; and as necessary in collaboration with the employer. • Facilitate meetings, with clients' mental health professionals, case managers and families. • Interpret and understand medical, psychological and vocational assessments. • Advise clients about educational resources directed toward their employment goal. • Advise clients about government disability benefits. • Provide information about community resources to enable clients to focus on their vocational goals. • Formulate employment relationships with the business community, providing information about specific clients seeking employment. • Develop procedures with employers to assist clients going through the hiring process. • Develop marketing tools and presentations for employers. • Complete development and outcome progress reports. • Review current and new information provided by educational,

	<p>government and community resources as it relates to vocational counseling and rehabilitation.</p> <ul style="list-style-type: none"> • Review, understand and follow all ethical and legal guidelines. • Other assignments as assigned by management.
Qualifications	<ul style="list-style-type: none"> • Master degree in mental health, social work, social services or human resources. • Certification in job placement, job coaching, supported employment provided by the Texas Workforce Commission preferred • Additional education certification or training in psychiatric and vocational rehabilitation desirable. • Strong computer skills including Microsoft Office Suite, social media and internet research. • Ability to make informal and formal presentations. • Experience working with clients with serious psychiatric illness, developmental, and physical disabilities. • Knowledge of community and government resources available to individuals with disabilities.
Salary/Hours	DOE
Employer/Agency	Jewish Family Service
Address	4131 South Braeswood
City, State, Zip	Houston, TX 77025
Contact Person	Laura Alter, CPRP
Contact Title	Employment Services Manager
Telephone Number	713-986-7842
Fax Number	713-667-3619
Email Address	lalter@jfshouston.org
Application Method	Send resume to lalter@jfshouston.org
Opening Date	Immediate

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