



JOB DESCRIPTION

TITLE:	Vocational /Mental Health Rehabilitation Specialist
STATUS:	Full-time/Exempt/40 hours a week
PROGAM/DEPARTMENT:	Adult Services: Integrated Full-Service Outpatient (IFSO) Assertive Community Treatment (ACT) Team
SUPERVISOR:	ACT Program Manager

SUMMARY OF POSITION RESPONSIBILITIES:

Under the direction of the Program Manager, the Vocational Counselor works with the ACT clients on-site to improve vocational skills to address the emotional, mental, and social challenges of the workplace to ACT clients who have ongoing functional limitations. Leads vocational skills group workshops that include: social skills, emotional regulation, professionalism (dress, etiquette, dependability) and completing external applications as appropriate. Acts as a support to clinical staff with the ability to think clinically and make appropriate interventions independently. Rotates in Shift Manager's Office as Officer of the Day one morning per week. Provide 1 lunch/socialization group and 1 vocational rehabilitation group workshop per week. This position offers an opportunity to work creatively both within the ACT program (designing groups and coordinating events) as well as building external vocational partnerships.

GENERAL DUTIES:

1. Provides activities and groups that offer clients opportunities for social rehabilitation and increased wellness
2. Work within the agency to employ ACT persons with severe and persistent mental illness.
3. Provide on-the-job training and support on site.
4. Provide vocational counseling to individual employees for skill building and problem solving. Conduct one vocational workshop per week and one lunch/socialization group.
5. Provides vocational and supportive services that are based in harm reduction principles and cultural competence; sensitive to needs of severely mentally ill, low socioeconomic status, and ethnically diverse populations
6. Participate in 3 ACT morning meetings weekly.
7. Maintain the clinical record which includes completion of all required paperwork and on-going electronic progress notes for each client contact.
8. Maintain appropriate confidential documentation, compliance, and billing in accordance with the policy and procedures of: SF Department of Public Health, Community Behavioral Health Services, Westside Community Services, and all local, state, and federal laws.

9. Other duties as assigned.

QUALIFICATIONS:

1. **MHRS:** A “Mental Health Rehabilitation Specialist” is an individual who meets one of the following requirements:
 - A. Master’s Degree in a mental health related field, and two years of full-time/ equivalent (FTE) experience in a mental health setting.
 - B. Bachelor’s Degree in a mental health related field and 4 years FTE experience in a mental health setting as a specialist in the fields of: Physical Restoration, Psychology, Social Adjustment, Vocational Adjustment
 - C. Associate Arts Degree in a mental health related field and six years of FTE experience in a mental health setting. At least two of the six years must be post-AA degree experience in a mental health setting.
2. Excellent verbal, writing and organizational skills.
3. Working knowledge of substance abuse, mental health and related issues.
4. Ability to work collaboratively/cooperatively within an interdisciplinary team, in a multi-cultural environment, and with a broad array of community service providers.
5. Strong computer skills, including Publisher for the client newsletter.

Westside Community Services Is A Proud Affirmative Action, Equal Opportunity Employer. People of Color And/Or Bilingual Are Encouraged to Apply.