

Sample IPS Supported Employment Supervisor Job Description

Overall Function:

Provides oversight to the IPS supported employment program. Ensures good program outcomes by providing training, supervision and field mentoring for staff, monitoring outcomes, and implementing quality improvement plans. Also acts as a liaison to other departments and agencies. Responsible for no more than 10 employment specialists. May also, provides IPS supported employment services for a small caseload (2-3 people).

Responsibilities:

- Hires, trains, and evaluates employment specialists.
- Develops expectations for specialists regarding community time, employer contacts, and employment rate (percentage of people employed on each caseload).
- Assigns each employment specialist to one or two mental health teams. Attends each mental health treatment team at least once per month to enhance integrated services.
- Conducts weekly group supervision following the principles of IPS supported employment.
- Provides individual supervision for employment specialists. Supervision includes some office-based sessions, as well as field mentoring.
- Provides field mentoring for each person on the team. Provides frequent (weekly or monthly) field mentoring for new specialists or specialists with outcomes that are less than desired.
- Collects client and process outcomes on a monthly basis. Shares outcomes for the program, as well as for individual practitioners, with the IPS supported employment team quarterly. Helps team set goals for improvement. Reviews individual outcomes with each practitioner, develops written plans for improvement that include assistance from the supervisor, and helps practitioners set goals.
- Acts as a liaison to other department coordinators and administrators at the agency. Communicates regularly with mental health supervisors to ensure that services are integrated, to problem-solve program issues and to act as a champion for employment. Informs administrators of program successes and challenges at least quarterly.
- Works with local vocational rehabilitation (VR) office to coordinate programs and services. Provides outreach to VR to offer monthly meetings to discuss shared cases. Meets with VR supervisor at least annually to discuss shared outcomes.
- Arranges for IPS supported employment fidelity reviews. Assists with fidelity action plans based upon recommendations from the fidelity report.
- Leads the development of internal and external steering committees to help with IPS supported employment implementation and sustainability.
- Provides IPS supported employment services to a small caseload. If the number of employment specialists is seven or eight, the caseload size will not exceed two people.

Qualifications:

Master's degree in rehabilitation counseling or related field is preferred. Bachelor's degree is required. Previous experience as an employment specialist is desired. Previous supervisory experience is valued.

http://www.dartmouth.edu/~charky1/page40/page50/page72/files/job_description.pdf