

## Berks Counseling Center – Job Description

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<b>Position Title:</b>	<b>VOCATIONAL SPECIALIST</b>	<b>Classification:</b>	<b>E3</b>
<b>Department:</b>	<b>ACT</b>	<b>FLSA Status:</b>	<b>EXEMPT</b>
<b>Accountability:</b>	<b>ACT TEAM LEADER</b>	<b>Status:</b>	<b>FULL-TIME</b>
<b>Primary Location:</b>	<b>BCC</b>	<b>Creation/Revision Date:</b>	<b>SEPT 2017/SEPT 2018</b>

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### General Summary

This position serves as a primary vocational specialist and active member of the multidisciplinary treatment team with a specialization in vocational counseling and support. Provides counseling and daily support regarding vocational, educational, volunteering, and meaningful activity issues and does whatever is necessary to assist consumers with severe and persistent mental illness achieve employment-often working directly with local job training providers and employers.

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### Minimum Qualifications

Bachelor's Degree plus at least two (2) years of training and/or experience with vocational support and counseling and/or with assisting persons with severe and persistent mental illness required. The ideal candidate will have some awareness of mental health and substance abuse disorders. Must be knowledgeable or willing to learn the ACT model and able to promote and respect the philosophy of that model. Must be able to network with community resources and establish relationships in the employment, education, and volunteering communities. Must have a valid PA Drivers' License and the ability to drive, travel, and provide community-oriented services required.

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

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### Knowledge, Skills, and Abilities

- Knowledge of the ACT model and the willingness and ability to work within the evidence based framework of that model.
- Ability to understand transitional age populations with severe and persistent mental illness.
- Knowledge and belief in the principles of recovery and the ability and willingness to implement recovery driven supports.
- Knowledge and belief in the principles of integrated care and a willingness and ability to assist consumers in identifying and meeting health and wellness goals.
- Skill in using Microsoft Office and Microsoft Outlook and ability to learn new software programs that support project efforts.
- Skill in time management and ability to maintain direct service hours of 65-75% direct service.
- Skill in problem solving and conflict resolution within a team oriented approach to care.
- Ability to assist the consumer in identifying appropriate treatment plan goals and action steps.
- Ability to work well with diverse, low income, high risk populations and provide culturally competent care.
- Ability to complete clinical documentation in a timely manner and in full compliance with organizational standards.
- Ability to type and navigate electronic health records.
- Ability to work collaboratively with the larger organization and abide by all policies, procedures and practices.
- Ability to demonstrate a commitment to the provision of compassionate, patient-centered care supportive of the patient's own goals, strengths and preferences.
- Ability to represent the program professionally within the community.
- Ability to work independently and establish self-directed goals.
- Works closely with community education and job training programs and potential employers.
- Assists consumers in setting and achieving the daily goals that will ultimately lead to successful employment.
- Helps consumers identify their strengths and preferences related to employment.

- Serves as an active member of the multidisciplinary treatment team providing, counseling, support, modeling, etc.
- Teaches job search skills and assists the consumer in the job search process.
- Teaches conflict resolution and works with the consumer on the job, or with employers, if necessary.
- Assures the overall treatment plan is in support of the consumer's educational or vocational goals.

**Essential Job Functions**

1. Provides individual and family counseling to ACT consumers.
2. Provides case management and service coordination to up to 10 consumers.
3. Participates in the comprehensive assessment process with a particular emphasis on vocational issues.
4. Attends daily organizational meetings.
5. Works cooperatively with other community organizations and providers.
6. Performs shift management responsibilities.
7. Provides crisis intervention services both during regular and on call hours, both by phone and in the community.
8. Documents relevant information in the medical record and on the secure websites.
9. Provides treatment, rehabilitation and support services.
10. Provides services that are culturally and linguistically sensitive.
11. Provides education to consumers, family members, and the community.
12. Provides supportive counseling and other assistance in areas such as housing, vocation, socialization and use of leisure time, and daily living skills.
13. Provides supportive counseling related to substance abuse issues.
14. Serves as an active flexible member of a multidisciplinary treatment team.
15. Provides transportation if needed.
16. Must have a valid PA Driver's License and ability to drive and travel.
17. Performs all other duties and responsibilities as assigned.

**Physical Requirements**

- SEEING: Must be able to see well enough to read reports and use computer.
- COMMUNICATING: Must be able to communicate well enough to clients, vendors and coworkers.
- MOBILITY: Must have mobility to move about the agency. Must have mobility to move about the community.
- LIFTING/PULLING/PUSHING: Must be able to lift up to 25 pounds.
- OTHER: Must be able to write, type and use technology.

**Note:** The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Berks Counseling Center. Berks Counseling Center is an equal opportunity employer.

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**VOCATIONAL SPECIALIST – Signature / Date**

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**ACT TEAM LEADER – Signature / Date**

\_\_\_\_\_  
**PRINTED NAME**

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**PRINTED NAME**