



JOB POSITION AVAILABLE NOTICE

Date of Internal Notice: January 13, 2023

Job Title: Recovery Coach - Employment Specialist

Responsible to: Care Coordination Manager

Application Process:

Please send a letter of interest and up to date resume to AJ Fair at ajfair@comwell.us. Applicants will be selected and notified of available interview dates and times.

Position Overview:

This full-time position prepares and supports adults with serious mental illness to achieve and maintain competitive employment. This position will focus on social determinants of health and social disparities and individuals needing assistance with employment services.

- Provide employment opportunities to enhance life skills and coping skills to ensure clients can function independently in the community.
- Assist clients with developing resumes, interview skills, career counseling, enrollment into on-the-job training, hard and soft skill development.
- Provide direct training and instruction to individuals to meet community employer's standards and job specifications.
- Conduct vocational needs and skill assessments as needed for each assigned client.

Schedule is as follows:

- Full-Time - 5 days per week

Minimum Qualifications:

- Bachelor's degree in a social service field or 3+ years of relevant work experience preferred. High school diploma or GED required.
- Excellent computer proficiency (MS Office – Word, Excel and Outlook).
- Excellent verbal and written communications skills, including ability to communicate effectively with internal and external customers.
- Ability to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Must meet expectations required by CANTS check, criminal record and Healthcare Worker Background Check.
- 1+ year of Vocational Education and Training or Career and Technical Education experience.
- Job coach training/certification within 120 days of hire.