

Supported Employment Specialist

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THIS IS A NON-CIVIL SERVICE POSITION

POSTING DATE: 03/13/2024

CLOSING DATE: 06/13/2024 **AT 12:00AM MIDNIGHT**

SALARY: \$62,000.00 Annually

CLASS DESCRIPTION

A Supported Employment Specialist for the MOED COSSUP program provides a variety of services designed to support the employment goals of Baltimore City residents impacted by substance use disorder and justice-involvement. This includes case management, career development planning, client-centered job development, and extensive coordination between different service providers such as peer recovery specialists, behavioral health counselors, and employers. The COSSUP program works from an intensive, team-based supported employment model called Individual Placement and Support. Each specialist can expect to work closely with 20 job seekers a year and perform job development and case management services onsite throughout the community.

ESSENTIAL FUNCTIONS

- Recruit interested parties through presentations at partner organizations and full scope of MOED network.
- Screen enrollees for eligibility based on legislative funding and make appropriate referrals as needed.
- Enroll participants onsite at partner sites throughout Baltimore City based on their needs and interests.
- Assess for supportive service needs and link to relevant programming and partners.
- Facilitate the development of career goals and co-create strategic employment plans based on these goals.
- Achieve program performance goals regarding enrollment, retention, completion, and placement in jobs.
- Engage in collaboration with wider network of re-entry stakeholders to learn from and inform best practices.
- Provide hands-on, flexible case management tailored to each participant's needs.
- Maintain an impeccable record of performance data on MOED case management platforms per MOED and state regulations and respond to requests of research partners.
- Perform other duties as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

- EDUCATION: Have two years of college with coursework in social work or related subject.
- AND
- EXPERIENCE: Have two years of experience in case management, education, vocational rehabilitation, or related human service field.
- OR
- NOTES(EQUIVALENCIES): Have an equivalent combination of acceptable education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Foster and maintain effective working relationships with MOED clients, program participants/ customers, co-workers, community stakeholders, and partners.
- Professional verbal and written communication skills; ability to adjust language and style to engage different audiences. Your resume will serve as an example of your career facilitation skills and MOED may request a writing sample.
- Enthusiasm for working with city residents with multiple barriers to employment and supporting their employment goals.
- Flexibility to work from a combination of sites including onsite at MOED job centers, in the community at our partner locations, and remotely from home.
- Strong organizational skills: execute work assignments on time in the format required.
- Proficient in MS Office Product Suite to include MS Word, Excel, Outlook
- Capable of learning and using designated Agency and/or City/State software programs as required.

NOTE: Those eligible candidates who are under final consideration for appointment to positions in this class will be required to authorize the release of criminal conviction information.

Financial Disclosure:

This position is required to complete a Financial Disclosure pursuant to Sections 7-7, 7-8, and 7-9 of the City Ethics Law.

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