

**MENTAL HEALTH ASSOCIATION OF ORANGE COUNTY
JOB DESCRIPTION**

TITLE: BACK TO WORK SPECIALIST

SUMMARY:

Under direction of the Multi-Service Center Program Director and/or Assistant Coordinator(s), the Back to Work Specialist is responsible for supporting mental health consumers in re-entering the workforce.

REPORTING RELATIONSHIPS:

This position reports to the Multi-Service Center Program Director and/or Assistant Coordinator(s).

STATUS: Full-time, Non-Exempt

DUTIES AND RESPONSIBILITIES:

Essential:

1. Responsible for developing documents and procedure for data collection to support outcomes.
2. Establish a working relationship and referral process with Job Placement Specialist.
3. Develop community relationships with employers to help support consumers with employment retention.
4. Conduct employment preparedness presentations regularly.
5. Follow up with consumers following placement, provide needed supports to promote retention.
6. Create and maintain a safe, supportive, and accepting environment for Consumers.
7. Assimilate statistical information for funding reports and outcome study on appropriate forms in an accurate and timely fashion.
8. Attend weekly staff meetings and other designated meetings.

Secondary:

1. Assist with exploration of funding sources available to augment current program for expansion.
2. Perform other duties as assigned by the Program Director and/or Assistant Coordinator.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Social Work or related field, or a minimum of two years experience in a social service setting.
2. Two years of experience working with homeless and/or psychiatrically disabled persons.
3. Knowledge of severe mental illness and its symptoms.
4. Bilingual (Spanish/English or Vietnamese/English) and Bicultural ability and knowledge is preferred.
5. Possession of or ability to obtain a California Driver's License and maintain a driving record meeting with agency insurance requirements.

PHYSICAL DEMANDS:

1. Sit in a stationary position at least 50% of the time.
2. Frequently move about the office to access file cabinets, office machinery, etc.
3. Ability to operate a computer and other office productivity machines, such as a multi-line phone system, calculator, copy machine, and computer printer. Must have the physical dexterity to be able to type at minimum 35 WPM.

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4. Communicates daily with Consumers, staff and outside resources that have inquires; must be able to exchange accurate information in these situations.
5. Ability to lift a minimum of 20 pounds.
6. Occasionally transport clients in personal and MHA vehicle.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Mental Health Association of Orange County is an equal opportunity employer. We encourage all qualified individuals to apply for open positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.