

Western Montana Mental Health Center
209 N 10th St, Suite A
Hamilton, MT 59840
Phone: (406) 532-9101
Fax: (406) 363-4498

POSITION: Vocational Specialist / Care Coordinator (PACT)

HOURS: Full-time

CLOSES: Open Until Filled

JOB SUMMARY: This member of the multidisciplinary team has responsibility to carry out vocational rehabilitation services and provide support in all other service areas, including care management, substance abuse services, education, support, and consultation to families; and crisis intervention.

DUTIES AND RESPONSIBILITIES:

- Provide individual vocational-supportive counseling to enable clients to identify vocational strengths and problems, establish vocational or career goals and plans to reach them, and recognize and target symptoms of mental illness that interfere with work.
- Plan and provide work-related supportive services such as assistance with grooming and personal hygiene, securing appropriate clothing, wake up calls, and transportation. Teach job seeking skills. Develop individualized jobs based on clients' needs, abilities, and interests.
- Perform job coaching, problem solving, and support on and off the job site.
- Coordinate with state vocational rehabilitation and other employment services.
- Provide benefits counseling (e.g., SSI, veterans' benefits).
- Provide care management for an assigned group of clients including coordinating and monitoring the activities of the individual treatment team; assume primary responsibility for developing, writing, implementing, evaluating, and revising overall treatment goals and plans in conjunction with the ITT; provide individual supportive and symptom management; ensure immediate changes are made in treatment plans as clients' needs change; educate and support clients' families; and advocate for clients' rights and preferences.
- Participate in comprehensive assessment of psychiatric history (e.g., onset, course and effect of illness, past treatment and responses, and risk behaviors), mental status, and diagnosis; physical health and dental health; use of drugs or alcohol; education and employment; social development and functioning; activities of daily living (e.g., self-care, living situation, nutrition, money management); and family structure and relationships.
- Consult with community agencies and families to coordinate client treatment.
- Participate in on-call rotation to provide crisis intervention for PACT clients.
- Maintain appropriate and timely documentation of services provided in accordance with agency policies and procedures.
- Participate in daily staff organizational meetings and treatment planning review meetings.

OTHER ESSENTIAL JOB REQUIREMENTS:

1. Ability to exercise discretion and maintain client and employee confidentiality.
2. Ability to prioritize and perform multiple tasks.
3. Ability to exercise sound judgment in evaluation of situations and making decisions independently.
4. Commitment to the vision, values, and mission of agency.
5. Acceptance of a variety of lifestyles, behaviors, cultural and spiritual practices
6. Valid Montana Driver's license, appropriate levels of automobile insurance, and a clean driving record.
7. CPI trained, or willingness to complete training, to effectively perform verbal de-escalation and physical intervention if needed.
8. Effective oral and written communication skills.

9. Responsive to client and co-worker needs, including being tactful, respectful and considerate of others regardless of status.
10. Flexibility and the ability to quickly adapt to change in the work environment.
11. Consistently at work on time and when scheduled, ensuring work responsibilities are covered when absent.
12. Ability to use senses of sight, hearing, and smell in order to effectively perform job duties.
13. Ability to perform a range of physical motions, including but not limited to: lifting and carrying up to 50 lbs.; standing, walking or sitting for long periods of time; kneeling, squatting, and stooping; and running for brief periods of time.

EDUCATION, EXPERIENCE, AND KNOWLEDGE REQUIRED: An associate's degree in a related field with a minimum 2 years of experience in supported employment and/or vocational rehabilitation is required. Will also consider a bachelor's degree in related field with minimum of 1 year experience in supported employment and/or vocational rehabilitation, or a master's degree in a related field with no supported employment and/or vocational rehabilitation experience. Must have a strong commitment to the right and ability of each person with a severe and disabling mental illness to live in normal community residences; work in market jobs; and have access to helpful, adequate, competent, and continuous supports and services. Skills and competence to establish supportive trusting relationships with persons with severe and disabling mental illnesses and respect for client rights and personal preferences in treatment are essential.