

## SAMPLE JOB DESCRIPTION

### IPS SUPPORTED EMPLOYMENT TRAINER

#### **Overall Function**

Assists agencies in making organizational and programmatic changes to implement and sustain Individual Placement and Support (IPS) programs. Provides training and consultation to practitioners and agency leaders. Works with local and state offices of Vocational Rehabilitation to improve collaboration between mental health agencies and Vocational Rehabilitation (in the U.S). Participates in state/regional IPS leadership meetings and provides feedback about IPS barriers and facilitators.

#### **Responsibilities**

Assesses agency readiness to implement IPS by understanding current agency practices, organizational structure, and philosophies.

- Meets with practitioners, clients, and agency leaders, local Vocational Rehabilitation counselors and managers to learn how services are provided. Provides feedback about practices and organizational structures and makes recommendations for preparing to implement IPS.

Provides IPS training and technical assistance to local agencies and Vocational Rehabilitation.

- Makes at least twice monthly in-person visits until the agency achieves good fidelity using the IPS supported employment fidelity scale.

- Provides information about the evidence-based practice to IPS specialists, mental health practitioners, agency leaders, Vocational Rehabilitation counselors, client peer groups, and local family organizations. Conducts IPS training on topics such as conducting the career profile, using good client interviewing skills, developing relationships with employers, conducting effective job searches, offering strengths-based services, helping people with school and training programs, and providing individualized job supports.

- Works alongside practitioners to model new skills and help solve problems. Coaches specialists as they meet with employers, attends vocational unit meetings, attends mental health treatment team meetings, and meets with IPS specialists and their clients to understand the goals and circumstances of clients receiving IPS services.

- Mentors IPS supervisors in their role of supervising IPS specialists, leading the vocational unit meeting, educating agency leaders about IPS and recovery through work and education, and reviewing client outcomes and developing goals and strategies for improved outcomes.

- Meets with state Vocational Rehabilitation counselors to discuss their role in IPS and strategies for good collaboration with the IPS program.

- Meets with agency leaders to discuss progress on program implementation and sustainability. Helps leaders identify needed organizational changes and strategies to implement those changes. Helps leaders identify strategies to build consensus for IPS and competitive employment.

- Conducts IPS supported employment fidelity reviews with one or two other reviewers. Participates in consensus scoring and writing fidelity reports. With agency staff members, develops action plans for improved fidelity. Conducts IPS fidelity reviewer training after developing expertise in conducting fidelity reviews.

Provides leadership at state/regional level for IPS supported employment.

- Learns about financial barriers to IPS implementation. Works with state implementation team (mental health authority and Vocational Rehabilitation) to identify and solve funding barriers.

- Identifies systems barriers to IPS supported employment including services or practices that conflict with the evidence-based approach (e.g., lack of mental health treatment teams in agencies, Vocational Rehabilitation rules or practices). Works with state/regional IPS implementation team to address systems barriers.

- Organizes quarterly statewide IPS supervisor meetings to provide networking opportunities and to discuss outcomes, IPS fidelity across sites, and training and technical assistance needs.

- Works with state/regional implementation team to plan for IPS expansion and to ensure adequate training and technical assistance.

- Participates in state/regional leadership committees to develop goals and action steps for implementation and sustainability of IPS. Highlights common barriers and facilitators to IPS and helps the group plan how to assist agencies achieve good IPS program fidelity.

- Helps plan and organize an annual conference for state/regional IPS teams and other stakeholder groups.

**Qualifications**

Master's degree in rehabilitation counseling or related field is preferred. Bachelor's degree is required. Previous experience in the mental health field is desired. Training or teaching experience is desired. Previous supervisory experience is valued. Knowledge about state/regional social service departments is valued. Lived experience of mental illness is valued.