



OPEN POSITION ANNOUNCEMENT
Employment Specialist
Employment Services – Dakota County
1.0 FTE

Purpose:

Innovative new Employment Services opportunity through an exciting grant project to help eligible individuals develop and implement their individual vocational plan and achieve their chosen employment objective, using the Individual Placement and Support (IPS) model.

Desired Education and Experience:

- A Bachelor's Degree in one of the behavioral sciences or related fields from an accredited college or university
- One to two years' work experience in rehabilitation services or a combination of residential and rehabilitation services to adults who have serious and persistent mental illness;
- Exposure to or knowledge of the local business community is desired;
- Other relevant post-secondary education may be considered.

Additional Requirements:

- Knowledge and ability to develop marketing strategies to promote Guild Incorporated Employment Services and develop job leads and resources by contacting potential employers with whom we do not have an established relationship;
- Knowledge of IPS model.
- Ability to analyze needs of employers and communicate ideas to promote services and individuals in the job market;
- Knowledge of the needs of people with mental illness.
- Valid driver's license, reliable vehicle, satisfactory driving record and necessary insurance are required;
- CPR and First Aid certification and the ability to respond to emergency situations;
- Must not be actively receiving services from Guild Incorporated and must not have received services within the last two years.

Key Responsibilities:

- Assist clients to establish goals and identify steps and tasks to accomplish goals as written in the Community Employment Plan; conduct six employer contacts per week.
- Provide pre-employment services to clients as assigned.
- Assist clients to locate and secure employment, education of their choice as indicated in the Community Employment Plan.
- Provide flexible individualized support so that the client can succeed in his/her job or educational plan.
- Communicate with the team and participate in team meetings. Document individual service information to ensure continuity of services for clients including reliable, complete records.
- Promote an inclusive, diverse, culturally competent and respectful work environment.

About Guild Incorporated:

Guild Incorporated helps individuals with mental illness lead quality lives. We provide an array of recovery-focused, community treatment and rehabilitation services for individuals 16 and older who have serious mental illnesses such as schizophrenia, schizoaffective disorder, and bipolar disorder. On any given day, Guild staff serves nearly 900 individuals in the Twin Cities metro area. Services are mobile, provided in the community when and where needed.

Employment Services promote work as part of the recovery process, helping individuals with serious and persistent mental illness participate in the job market and reach their employment goals, whether they are currently looking for work, or have a job and need ongoing support.

To Apply:

Please send your cover letter and resume **by October 15, 2018** to:

Mail: Guild Incorporated
Attn: Human Resources
130 South Wabasha St.
Suite 90
Saint Paul, MN 55107

Fax: 651.450.2221

Email: employment@guildincorporated.org

Website: www.guildincorporated.org

Guild Incorporated is an Affirmative Action and Equal Opportunity Employer.