



## **Adolescent Skill Centers Job Developer**

### **VISION**

MHA-NYC envisions a society where all people can achieve mental wellbeing with dignity and respect through accessible, high-quality services and supports when, where and how they want them.

### **MISSION**

The Mental Health Association of New York City (MHA-NYC) is a not-for-profit organization that addresses mental health needs in New York City and across the nation.

Through our three-part mission of service, advocacy and education, we identify unmet needs and develop culturally sensitive programs to improve the lives of individuals and families impacted by mental illness while promoting the importance of mental health.

**Title:** Job Developer

**Part Time**

**Position Objective:** Facilitates the development of a network of employers to support ASC employment efforts. Responsible for conducting individualized assessments and internship/employment placements.

**Reports to:** Program Director

**Position Summary:** Provides vocational services to emotionally and behaviorally challenged youth. Develops employment plans in conjunction with the youth and helps youth to secure employment. Engages in community outreach and acts as a liaison to employers, educators and other professional providers. Provides job coaching and support to youth that are employed to provide greater opportunities for retention. Provides ongoing evaluation and feedback for employers and youth.



**Major duties and responsibilities:**

1. Assists in contacting potential employers through all forms of communication and social media, also providing field visits for the purpose of generating employment or educational opportunities; network with businesses and the Mental Health community to solicit leads and educate the community regarding available services (i.e. Business Advisory Council, Chamber of Commerce etc.); interacts with other providers of Adolescent services for the purpose of collateral and outreach.
2. Assists in developing employment resources, job leads, vocational curriculum and specific group activities; maintains accurate employment data; identify competitive job opportunities for program participants and assist in preparing them for transition.
3. Provides direct services to youth and young adults including vocational counseling, group facilitation, service plan development, report generation and progress noting.
4. Makes initial vocational assessment of participants within thirty (30) days of admission and updates service plan every (90) days.
5. Maintains job development log and job placement/retention log.
6. Develops long and short term vocational goals for participants.
7. Implements creative vocational assignments/projects/opportunities for youth
8. Maintains case records in compliance with DOHMH and MHA-NYC regulations
9. Meets for regular supervision with supervisor and attends all meetings/seminars/trainings geared towards professional development.

This does not limit the assignment of duties or exclude the performance of other duties not mentioned, as assigned by supervisor.

**Qualifications:** Minimum of a BA degree in a related field with at least 2-3 years of vocational experience providing employment/vocational services to young adults. Experience working with youth and young adults experiencing mental health needs a (+)

Please submit resume and cover letter via email to:

[carcher@mhaofnyc.org](mailto:carcher@mhaofnyc.org)

Please include on your email subject line: Job Developer