



**Position:** **Employment Specialist**  
**Program/Department:** PROS (Personalized Recovery Oriented Services)  
**Reports to:** Supervisory Staff  
**Work Location:** 1310 Rockaway Parkway  
**Hours:** Full Time

**Position Summary:**

The Employment Specialist at Brooklyn Community Services PROS (Personalized Recovery Oriented Services) works on vocational and employment life role goals with people who are living with severe mental illness. As a strengths-based psychiatric rehabilitation program, we promote independent living and community participation. The Employment Specialist offers psychiatric rehabilitation, group and individual counseling, therapeutic and evidence based activities, advocates for the consumers and meets all documentation and other requirements of BCS and applicable regulatory bodies. The Employment Specialist works to help program participants identify an individualized, meaningful course of care to help them become as self-sufficient as possible.

**Responsibilities:**

- Engage local businesses and potential employers to develop recognition of Brooklyn Community Services.
- Provide ongoing individual support and assistance to BCS PROS Participants in their job search process, including person centered job development, entitlements counseling, advocacy and referrals.
- Develop an employment support plan with participants to assist them in securing and retaining employment.
- Maintain relationships with existing employers and develop 12 new employer contacts per month.
- Remain well-informed of the range of existing job postings and share their findings with staff members and Participants.
- Work in partnership with the assigned Recovery Specialist to connect Participants with appropriate job postings and vocational resources.
- Network with local and regional employers to develop and maintain relationships and increase likelihood of Participants securing and retaining employment.
- Write progress notes for all contacts and assist in the collection of relevant data for the program.
- Attend all scheduled staff development activities as required for the position.
- Proficient in Microsoft Word, Excel and AWARDS electronic health record.
- Knowledge of Dartmouth Individual Placement and Support (IPS) supported employment model.



- Develop and facilitate approximately 4-6 employment focused groups per week.
  - Provide services according to Evidence Based Practices including Wellness Self-Management, Family Psycho-education, Medication Management, Co-occurring Disorders, and Supported Employment.
  - Act as a member of an interdisciplinary treatment team, including participation in weekly administrative, clinical and utilization review meetings.
  - Overall responsibility for maintenance of records, including timely documentation of services as required by the Center for Medicaid and Medicare Services and the Office of Mental Health.
- Enter timely documentation in Foothold AWARDS, CAIRS, and NYESS systems for caseload.
- Carry a 24 hour support cell phone in rotation with the clinical team.
  - Conduct intakes as needed.

**Qualifications:**

Bachelor’s degree required. Strong engagement and networking skills required. Group facilitation skills required. Computer skills and knowledge of service documentation required. New graduates from above disciplines with internship/volunteer experience welcome to apply. Criminal background check and fingerprinting required; screening against the GSA, OIG, and OMIG lists of persons disallowed from working in Medicaid funded programs.

**Contact:**

Email Resume and Cover Letter to:  
Shaddia Torres, Program Director  
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