



## POSITION ANNOUNCEMENT

Date of Notice:	November 9, 2023	Closing Date:	When filled
Name of Position:	CORE Employment and Education Specialist	Status:	Full-Time
Respond to:	Pathfinders 4200 North Holton St, Suite 400 Milwaukee, WI 53212	Contact:	hr@pathfindersmke.org

### Job Purpose and Reporting Structure:

Under the supervision of the CORE Program Manager and Clinician, the CORE Employment and Education Specialist provides assistance to youth and young adults ages 23 and under experiencing their first episode of psychosis enrolled in the CORE program. The Employment and Education Specialist will work alongside youth and young adults to role model and mentor in the vocational, school, and living environment.

### Essential Duties and Responsibilities:

- Provide academic support to youth and young adults enrolled in CORE in both the school and home setting.
- Work with the youth, family and school staff to ensure that appropriate school supports as in place, such as an Individualized Education Plan (IEP) or Behavioral Intervention Plan (BIP).
- Work closely with youth and young adults to develop vocational interests and skills required for employment.
- Assist youth in building the skills necessary to create resumes, job searches, applications and other workforce support.
- Connect youth with community-based resources to meet identified education and vocational needs.
- Attend and participate in the development and implementation of the youth's plan of care. Ensure appropriate services and interventions are provided in accordance with the consumer's plan.
- Generate and maintain accurate documentation as required by established standards by Pathfinders, Wraparound Milwaukee, and Medicaid.
  - a. Maintain consumer records and complete all necessary reports of activities, inputs, outputs, and outcomes. Paperwork must be completed in a strength-based manner.
  - b. Assure accurate and timely documentation and billing in the Wraparound Synthesis database.
- Increase youths' access to mainstream community resources available through the Drop-In Center and Pathfinders Youth Shelter. Work effectively with program's collaborative partners to ensure successful service access.
- Provide services to families and other natural support systems of CORE consumers to assist them in understanding and supporting the needs of CORE consumers.
- Participate and represent Pathfinders in all meetings for the CCS/CORE program within Pathfinders and with Wraparound Milwaukee.
- Participate in all program and agency meetings, trainings, and development opportunities.
- Adhere to all relevant Pathfinders Milwaukee and Wraparound Milwaukee Policy and Procedures.
- Other duties may be assigned

### Qualification/Requirements:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Qualified applicants possess a minimum of a Bachelor's degree (Master's Preferred) in Social Work, Psychology, Human Services, or Education. At least one (1) year of experience providing mental health services. Position will operate as mandated reporter for youth under age 18.
- Must have a valid Wisconsin driver's license, own a reliable vehicle, and have proof of automobile insurance coverage.
- Must have the ability to travel by car as necessary.

### Additional Information

Position pays \$40,000 - \$50,000. Pathfinders offers medical, dental and vision insurance, and the opportunity to join a caring and committed team of professionals.

### Response

Send letter of interest, current resume and salary expectations via email to [hr@pathfindersmke.org](mailto:hr@pathfindersmke.org). Please specify which position you are applying for. Organizational information can be found at [www.pathfindersmke.org](http://www.pathfindersmke.org). No phone calls will be accepted.

**An Equal Opportunity Organization** - Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve.