**Sample Job Description for**

**IPS Supported Employment Supervisor**

**Overall Function:** Provides oversight to the IPS supported employment program. Ensures good program outcomes by providing training, supervision, and by working side-by-side with employment specialists (field mentoring). Attempts to meet most people who receive IPS services. Monitors outcomes and implements quality improvement plans. Acts as a liaison to other departments and agencies. Supervises up to ten employment specialists. Provides IPS supported employment services for a caseload of two or three people.

**Responsibilities:**

Hires, trains, and evaluates employment specialists. Develops expectations for specialists regarding employer contacts, number of job starts each quarter, and employment rate (percentage of people employed on each caseload).

Assigns each employment specialist to one or two mental health teams. Attends each mental health treatment team monthly to enhance integrated services.

Conducts weekly group supervision following the principles of IPS supported employment.

Provides individual supervision for employment specialists. Supervision includes some office-based sessions, as well working side-by-side with specialists. Provides frequent (weekly or every other week) field mentoring for specialists who are new to their jobs, and those with outcomes that are less than desired.

Collects client outcomes on a monthly basis. Shares outcomes for the program, as well as individual practitioners, with the IPS supported employment team each quarter. Helps team members set goals for improvement. Reviews individual outcomes with each practitioner and develops written plans for improvement. Helps specialists refine their skills so they can improve outcomes.

Acts as a liaison to other department coordinators and administrators at the agency. Communicates regularly with mental health supervisors to ensure that services are integrated, to resolve issues, and to act as a proponent for employment.

Works with the office of Vocational Rehabilitation to coordinate services. Requests monthly meetings between Vocational Rehabilitation counselors and IPS team members to discuss how to help people served by both agencies.

Arranges for IPS supported employment fidelity reviews. Assists with the development of fidelity action plans based on recommendations from the fidelity report.

Leads or participates in steering committee meetings to help with IPS supported employment implementation and sustainability.

Provides IPS supported employment services to a caseload of two to three people.

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 (for IPS programs serving people with serious mental illness). Previous supervisory experience is valued.