



More than a Chance, A Change

Individual Placement and Support Specialist Job Description Nashville, TN

ABOUT DISMAS INC.

HOW IT WORKS

For the formerly incarcerated, having a place to stay in a supportive environment is the first step toward successful re-entry to society. Having a home, and not just a house, can make all the difference.

Upon their release, returning citizens who have been carefully screened, live at Dismas House as they transition back into the community. They find a safe haven and a family-like atmosphere amid college students, staff and many volunteers who become part of their daily lives. Typically, residents live for 6-9 months at Dismas House, which is built on a framework of support, self-sufficiency and personal accountability. Professional caseworkers help to match them with resources to meet each person's unique needs. For their part, residents stay for a minimum of 90 days, uphold positive standards of living, participate in a holistic programming model, are active members of the household and broader community, and pay a modest program fee.

They leave with a stable income, a supportive network of friends, a greater sense of self-worth, a fresh chance and real hope for the future. In this way, Dismas House combines a mission of caring with a unique form of crime prevention. It works. To learn more about the impact of Dismas, Inc. please visit <http://www.dismas.org>

POSITION SUMMARY

Working from the Nashville office and reporting to the Individual Placement and Support Supervisor, Dismas House of Nashville seeks a full-time Individual Placement and Support Specialist by assisting clients to obtain and maintain employment that is consistent with their vocational goals and provides support for schooling and technical training for career advancement for the residents at Dismas House. We are looking for a compassionate, care-driven professional who believes in facilitating wellness for residents and their families and will take initiative in effectively communicating with program providers, residents and Dismas staff. Further, the ideal candidate must have a reliable car, and have experience and/or passion for working with justice-impacted individuals.

Primary Responsibilities

- Carries out the services of the IPS Supported Employment program by assisting clients to obtain and maintain employment that is consistent with their vocational goals. Provides support for schooling and technical training for career advancement.
- Will maintain a caseload of 20 clients.
- Engages clients and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community job settings with other workers who do not necessarily have disabilities.
- Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people on his/her caseload, following the principles and procedures of IPS supported employment.



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- Assesses clients' vocational skills and preferences on ongoing basis utilizing background information and work experiences. With the client's permission, provides information and support to family members. Discusses client's preference for disclosure of mental health status to employers.
- Helps clients learn about different jobs/careers by assisting with meetings with workers/managers to ask about positions that interest clients, meetings with academic advisors, observing workers (one day or less in duration), and job fairs to speak with employers about different types of jobs.
- Provides education and support to employers as agreed upon by clients. May negotiate job accommodations and follow-along contact by the IPS specialist with the employer.
- Spends 65% or more of scheduled work hours in the community, for example, meets clients at their homes, workplaces, coffee shops, libraries, One-Stop offices, state VR office, family homes, helps clients follow up on job applications, and goes with clients to visit local GED programs and colleges.
- Perform other duties as assigned.

Qualifications

- Education and experience equivalent to undergraduate degree in mental health, social services, or business.
- Experience working with people with severe mental illness, experience providing employment services, and knowledge of the work world are preferred.
- Strong written and verbal communication skills and demonstrated ability work with vulnerable populations.
- Ability to work as an effective team member is essential.
- Excellent computer skills and knowledge of database programs and Windows-based operating system.

COMPENSATION

Salary is commensurate with experience. Excellent benefits package including paid medical, health and dental insurance, holidays, and generous paid time off.

Interested parties should send **resume** and **cover letter** to careers@dismas.org. No phone calls please.

Dismas Inc. is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ applicants.