



More than a Chance, A Change

Individual Placement and Support Supervisor 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 VP of Programs, Dismas House of Nashville seeks a full-time Individual Placement and Support Supervisor to manage and coordinate the IPS program 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

Managing Employment Specialists

- 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 10 clients.
- Utilize individual supervisions and IPS team meetings to create and review individual and/or team client-based outcomes at least quarterly.
- Review job development logs weekly to ensure contact requirement is being met and employer relationships are being built.
- Conduct routine chart reviews to ensure each ES is appropriately documenting service



More than a Chance, A Change

- 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.
- 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.
- Performs other duties as assigned and needed.

Collaboration with Vocational Rehabilitation

- Act as main point of contact for Vocational Rehab
- Submit IPS resident referrals to VR
- Submit required documents and authorization VPOs to ensure milestone payments
- Review monthly client reports before submission
- Ensure flows to documents and VPOs and contact VR when issues arise.

Agency Integration

- Work to include IPS program in agency QA process at least twice per year until good fidelity is met, and yearly thereafter, with focus on using results to improve IPS program
- Work with agency to collect rate of competitive employment quarterly and share outcomes with leadership and staff
- Facilitate steering committees that include executive leadership and other diverse stakeholders at least quarterly until good fidelity has been obtained, and twice per year thereafter, with focus on developing and/or sustaining a high-fidelity program

Desired Background & Personal Attributes

- Bachelor's degree in behavioral or social sciences, or related field from an accredited college or university. Master's degree preferred.
- Experience with programming or project management, implementation, and/or coordination.
- 1-3 years of related experience in coordinating or organizing programs and people.
- Strong written and verbal communication skills and demonstrated ability work with vulnerable populations.
- Individual demonstrates initiative and positive attitude while maintaining flexibility and attention to detail.
- 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.