



Community Care Network

Rutland Mental Health Services & Rutland Community Programs

Community Care Network is looking for a Career Support Professional to join our team!

Community Care Network is comprised of Rutland Mental Health Services and Rutland Community Programs. Our mission is to enhance the well-being of our communities, individuals, and families through responsive, innovative, and collaborative human service

About the Role:

Career Support Professionals carry out the services of the Individual Support Agreement and Career Support Plan by identifying individuals' strengths, abilities, and interests. In addition, this position provides direct support to individuals that is consistent with their employment and career goals who are on their case load or assigned. Career Support Professionals maintain a caseload of individuals. They are responsible for staying in contact with the individuals, parent and/or guardians, and employers in relationship to direct placed employment. 70% of the position will be doing career development and 30% will be doing direct support.

Principal Responsibilities:

- Provide direct support for individuals on case load or assigned individuals at employment site and are trained on all individual supports.
- Implement appropriate support strategies as outlined in the ISA and Career Support Plan after initial plan is created and on an on-going manner afterwards. Submit updates as needed to Career Developer for approval.
- Coordinating scheduling for staff and with individual's employment schedules.
- Develop and implement appropriate strategies to create natural work supports for the individual in the work setting.
- Reach out to individuals and employers on a regular basis in order to ensure success. Address issues if needed.
- Interact with individuals served with respect and in a professional and dignified manner.
- Assist Service Coordinators in the development of employment goals as necessary. Submit changes to Career Developer for approval.
- Provide career training to individuals within their employment site as directed.

Qualifications:

- Highschool Diploma or GED required.
- Experience with scheduling.
- Previous experience in developmental services preferred.
- Ability to respond to emergency situations appropriately.
- Proficiency with computers, experience entering data into electronic medical records (EMR) program.
- Flexibility, dependability, and ability to work independently.
- Must have a valid driver's license, reliable transportation with personal automobile liability insurance coverage at or above the levels mandated by the State of Vermont.
- *Successful completion of a criminal history background check after hire.

What's in it for YOU:

- Competitive Pay - \$20.40 / hour
- Comprehensive Benefit Package
 - 401(k)
 - 401(k) matching
 - Dental insurance
 - Employee assistance program
 - Flexible schedule
 - Flexible spending account
 - Health insurance
 - Health savings account
 - Life insurance
 - Paid time off
 - Professional development assistance
 - Retirement plan
 - Tuition reimbursement
 - Vision insurance
- Career Training and Development
- Collaborative and engaging team meetings with supervision.

CCN is an Equal Opportunity Employer.