

Fellowship Job Description

Organization name (and applicable abbreviations): Bayaud Enterprises

Organization City (primary work location): Lakewood, CO

Website URL: bayaudenterprises.org

Organization Mission Statement (and/or any other relevant information you feel would be helpful to understanding the organization):

Bayaud's mission is to create Hope, Opportunity, and Choice with work as the means through which people with disabilities and other hurdles to employment can more fully participate in the mainstream of life.

Anti-Discrimination Statement/Policy:

We are committed to providing a respectful, inclusive, and supportive environment for all our clients, staff, and partners. We value diversity and recognize that each person has unique strengths, skills, and goals. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic. We strive to create a culture of collaboration, empowerment, and solution-focused thinking that fosters positive change and growth for everyone. We welcome feedback and suggestions on how we can improve our services and practices to better serve our community.

Supervisor Name: Pedro Zabala

Supervisor Title: Associate Director Workforce Development

Fellowship Overview

Will this be a Summer or Yearlong Fellowship? Yearlong Fellowship.

Job Title: IPS Job Developer

Job/Role Overview: An IPS job developer is a professional who helps people with mental health conditions find and keep jobs that match their preferences and goals. They conduct a career profile with each client to assess their skills, interests, strengths, and support needs. They also develop an individualized job search plan with each client based on their preferences and goals. They conduct job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people on their caseload, following the principles and procedures of IPS supported employment. They provide ongoing support to clients after they start working, such as helping them adjust to the work environment, cope with stress, and solve problems. They collaborate

with the client's treatment team, family, and other natural supports to coordinate services and promote recovery. They educate employers and the community about the benefits of hiring people with mental health conditions and the IPS model. They document all services and outcomes in a timely and accurate manner, following the VR and IPS reporting requirements.

Learn more about the IPS model - <https://ipsworks.org/index.php/what-is-ips/>

Primary Responsibilities/Job Duties:

- Conducting a career profile with each client to assess their skills, interests, strengths, and support needs.
- Developing an individualized job search plan with each client based on their preferences and goals.
- Conducting 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.
- Providing ongoing support to clients after they start working, such as helping them adjust to the work environment, cope with stress, and solve problems.
- Educating employers and the community about the benefits of hiring people with mental health conditions and the IPS model.

Duration of Fellowship (number of weeks): **12 months**

Average hours per week: 20 (option for more hours if desired)

Describe the on-site vs. remote expectations of this position (if hybrid, please include percentage of in-person/remote): **100 % on site.**

Are there any specific expectations regarding remote work of which the fellow should be aware (e.g., fellow will need their own computer when working from home, fellow is expected to live in the primary city the organization is based in)? **N/A**

Describe what a typical week as a PIFP fellow in your office might look like:

- Monday: Meet with new clients and conduct career profiles to assess their skills, interests, strengths, and support needs. Review the career profiles of existing clients and update them as needed. Document the services and outcomes in the IPS database.
- Tuesday: Develop individualized job search plans with each client based on their preferences and goals. Help clients prepare resumes, cover letters, and applications. Provide job search tips and strategies. Document the services and outcomes in the IPS database.
- Wednesday: Conduct job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people on the caseload. Contact potential employers and arrange interviews for clients. Follow up with employers and clients after interviews. Document the services and outcomes in the IPS database.

- Thursday: Provide ongoing support to clients after they start working, such as helping them adjust to the work environment, cope with stress, and solve problems. Visit clients at their workplaces and provide feedback and encouragement. Coordinate with the client's treatment team, family, and other natural supports to promote recovery. Document the services and outcomes in the IPS database.
- Friday: Educate employers and the community about the benefits of hiring people with mental health conditions and the IPS model. Attend job fairs, networking events, and community meetings. Develop and maintain relationships with employers and community partners. Document the services and outcomes in the IPS database.

Pay per hour: \$18.29

Additional benefits offered to the fellow: Trained by an LPCC, NCC

***There is some flexibility with the primary role of this fellowship. Take a look at the [jobs posted on the website](#) and [the programs they offer](#) to discuss additional interest.

The Fellowship Experience

Through this role, the fellow will build capacity in this organization by:

This role involves building capacity in the organization by working closely with the staff and stakeholders. The fellow will help them identify their strengths, resources, and goals, and then develop and implement action plans that are realistic, measurable, and achievable. The fellow will also provide feedback and support to monitor and evaluate the progress and outcomes of the action plans. Furthermore, the fellow will facilitate learning and sharing of best practices among the staff and stakeholders and celebrate and acknowledge their successes and achievements.

The fellow will contribute to societal systemic change during this fellowship by:

This fellowship is an opportunity to contribute to societal systemic change by engaging with the communities and systems that are affected by the issues that the organization is addressing. The fellow will co-create solutions that are tailored to the specific needs and preferences of the communities and systems and empower them to take ownership and responsibility for the solutions and their implementation. The fellow will also scale up and spread the solutions to other communities and systems that face similar challenges and inspire and influence other actors and stakeholders to join the movement for systemic change.

The fellow may also engage in direct service and impact the community in the following ways:

This fellowship also involves engaging in direct service and impacting the community by providing counseling and coaching to individuals, families, and groups who are facing various challenges and opportunities in their lives. The fellow will apply the solution-focused principles and techniques to help them discover and amplify their strengths, resources, and solutions. The fellow will support them to achieve their goals and aspirations and enhance their well-being and satisfaction. The fellow will also build rapport and trust with them and respect their autonomy and diversity. Additionally, the fellow will advocate for their rights and interests, and connect them to other relevant services and resources.

Please provide specific examples about how the fellow might enhance their career readiness during this fellowship in the 2-3 most relevant areas:

Being a solution-focused practitioner can enhance your career readiness in various ways. First, you can proactively manage your **personal and professional growth** throughout your life journey by using the skills of goal setting, scaling, and exception-finding. These skills can help you identify and pursue your desired career path and overcome any obstacles or challenges that you may encounter along the way. You can also use the miracle question, a technique that asks you to imagine how your life would be different if your problem was solved overnight, to create a clear and compelling vision of your future. Second, you can articulate thoughts and ideas clearly and effectively to exchange information, using a broad range of communication styles, appropriate platforms to deliver and receive messages, and **effectively communicate** to different audiences in a variety of situations. You can use the skills of active listening, reflecting, summarizing, and reframing to build rapport, clarify understanding, and generate positive feedback with your clients, colleagues, and employers. You can also use the skills of complimenting, affirming, and validating to acknowledge the strengths, resources, and achievements of yourself and others. Third, you can **exercise sound reasoning to analyze information, make decisions, identify problems, and develop workable solutions**. You can use the skills of questioning, hypothesizing, and testing to explore the nature and causes of problems, and to generate and evaluate possible solutions. You can also use the skills of scaling, coping, and feedback to measure progress, cope with difficulties, and adjust your actions accordingly.

What support or professional development can the fellow expect from their supervisor, other staff, or the organization?

As an IPS Supported Employment fellow, you can expect to receive various forms of support and professional development from your supervisor, other staff, and the organization. For instance, you will have regular meetings with your supervisor who will give you feedback, guidance, and encouragement on your caseload, progress, challenges, and goals. You will also participate in team meetings, trainings, and workshops with other staff members who are involved in the IPS Supported Employment program, where you can learn from their experiences, share your own, and collaborate on best practices and strategies. Moreover, you will have access to the IPS Supported Employment Evidence-Based Practices Toolkit, which is a comprehensive resource that covers the principles, practices, and outcomes of the IPS model and includes various tools that you can use to enhance your knowledge and skills. Furthermore, you will have the chance to network with other IPS Supported Employment programs across the state and the nation, where you can exchange information, ideas, and resources with other professionals who are working in the same field and attend conferences, webinars, and other events that are relevant to your work. We believe that support and professional development are essential for the success of our fellows and our program, and we are committed to providing you with the best possible environment and opportunities to grow and thrive as an IPS Supported Employment specialist.

Qualifications and Expectations

Required qualifications/skills/expectations:

An IPS supported employment fellow is expected to have a range of skills that enable them to provide effective and individualized services to clients who have serious mental illness and want to work. Some of these skills are:

- the ability to engage and build rapport with clients, employers, family members, and other support people;
- active listening and communication skills;
- job development and job search skills, including web-based and fieldwork strategies;
- job support skills, including bus training, wage reporting, on-site coaching, problem-solving, and social-skills training;
- collaboration and teamwork skills, including working with mental health treatment teams, vocational rehabilitation counselors, and other IPS specialists;
- supported education skills, including assisting clients with financial aid, career exploration, and post-secondary education and training (optional unit);
- and commitment to providing individualized, client-centered, and evidence-based services. These skills are based on the IPS model and its principles, practices, and outcomes.

Preferred qualifications/skills/expectations:

A preferred qualification for an IPS supported employment fellow is a bachelor's degree in a related field (such as psychology, social work, education, or human services) or equivalent experience. Additionally, a preferred skill is experience working with people who have serious mental illness and/or co-occurring substance use disorders. Furthermore, a preferred expectation is knowledge of the local labor market, employers, and community resources. Moreover, an IPS supported employment fellow should be able to use web-based tools and databases for job search and documentation, work independently and as part of a multidisciplinary team, travel within the community and provide services in natural settings, commit to continuous learning and professional development, and have a passion for helping people achieve their employment and education goals. These qualifications, skills, and expectations are based on the IPS model and its principles, practices, and outcomes.

Advice for applicants considering this fellowship:

If you are interested in applying for an IPS supported employment internship, you should be familiar with the IPS model and its principles. IPS stands for Individual Placement and Support, and it is an evidence-based practice that helps people with mental health and substance use disorders find and keep jobs of their choosing. IPS is based on eight principles.

<https://ipsworks.org/index.php/what-is-ips/>

Applicants interested in this fellowship should answer the following supplemental question on their interest form:

How do you help your clients to identify and amplify their strengths and resources in relation to their career goals?