



Our Future Starts  
With *You!*

**POSITION:** Individual Placement and Support Employment Specialist (HELPS)

**DEPARTMENT:** Albany County Department of Mental Health

**SALARY:** \$50,287

**WORK LOCATION & HOURS:** 260 South Pearl Street, Albany, NY 12202/35 Hours

**BENEFITS:**

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

**DESCRIPTION:**

This position is responsible for working with individuals served within the Albany County Department of Mental Health's Assertive Community Treatment (ACT) Team to gain competitive employment. The IPS Employment Specialist will help people living with behavioral health conditions find and maintain work at regular jobs of their choosing. This work is performed under the general direction of the Clinical Director and/or Supervisor of the ACT Team.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Completion of thirty (30) credit hours in the health or human services field at an accredited college or university and one (1) year of experience in vocational counseling and/or employment services; *OR*,
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of personal or professional experience in human services which shall include one (1) year experience in vocational counseling and employment services.

**Please submit a resume and copies of certifications with this application.**

**POINT OF CONTACT FOR INQUIRIES:**

amna.siddiqui@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

