



Citywide Employment Program

50923BR: Employment Specialist

JOB OVERVIEW

The Citywide Employment Program, a UCSF/SFGH Department of Psychiatry outpatient program, is looking to hire 2 full time Employment Specialists. The Employment Specialist (ES) provides direct vocational rehabilitative services to mentally ill adults who often also suffer from substance abuse disorders, criminal justice histories and/or physical limitations. The ES works with clients to identify employment interests, assess work skills, and coach them through the application process, work with employers to identify potential jobs for clients, and support employees and employers to solve problems to help retain employment.

This position involves the provision of treatment designed to facilitate the process of recovery from mental illness, substance abuse, or physical limitations to as normal a condition as possible. This includes the disciplines of vocational rehabilitation. The job involves lifting up to 50 lbs. and climbing stairs.

PSYCHIATRY ZSFG - THE DIVISION OF CITYWIDE CASE MANAGEMENT

The Citywide Employment Program works to help clients recover from their disabilities by finding and keeping jobs, expand productive use of time, and increase educational and job skills.

The Division of Citywide Case Management Programs provides comprehensive outpatient treatment to San Franciscans suffering from severe mental illness, often complicated by substance abuse and/or chronic medical conditions. The mission of the division is to help clients recover prior functioning, while reducing reliance on acute services, and facilitate transitions from Zuckerberg San Francisco General Hospital (ZSFG) psychiatric inpatient, jails, or other institutions to the community.

ABOUT UCSF

The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences.

REQUIRED QUALIFICATIONS

- Bachelor' degree in Vocational Rehabilitation or related field or equivalent combination of experience / training
- Experience in job development and employment counseling
- Knowledge of a rehabilitation service and ability to apply concepts to operations in an acute care setting
- Customer service orientation to quickly address questions or issues
- Interpersonal skills to effectively work well with others to achieve common goals within a culturally diverse setting
- Ability to work in a high stress, high volume environment while meeting deadlines
- Able to efficiently prepare written summaries and reports of activities within required timelines
- Ability to work cooperatively and communicate effectively with others
- Ability to follow oral and written instructions and be detailed oriented
- Able to set priorities, and organize time accordingly
- Demonstrate excellent attendance and reliability



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KEY RESPONSIBILITIES

- Supports consumers of mental health services in attaining vocational goals with individual and/or group vocational counseling through the contract with the CASC and the Department of Rehabilitation. Assesses job readiness, skill strengths and deficits. Supports consumers' search for employment, completion of the application process, interviewing for jobs and retention services.
- Informs consumers about entitlements (SSI, Medi-Cal, SSDI, VA benefits, etc.) are affected by employment. Teach consumers how to report earnings, file taxes, and calculate budgets.
- Participates in Division clinical team meetings, help identify pharmacological, clinical, case management, and vocational resources needed for consumers to find and keep jobs. Attend and participate in staff meetings, and trainings.
- Researches the local job market for opportunities, relationship building and job expansion. Develop a network of employers and varied employment sites, maintaining an ongoing supportive and educative relationship. Identify resources for employers committed to hiring consumers served by both contracts.
- Maintains client records according to Federal, State, and County laws and guidelines. Meet program billing productivity standards. Complete billing and other documentation in a timely manner.

Please post your resume and cover letter to the UCSF Brassring website:

<http://ucsfhr.ucsf.edu/careers/>: Job Req # 50923BR

In addition, please email your resume and cover letter to: Tania.Horne@ucsf.edu