



Citywide Employment Program

EMPLOYMENT SPECIALIST POSITION

The Citywide Employment Program, a UCSF/SFGH Department of Psychiatry outpatient program located at 982 Mission Street in San Francisco, is looking to hire a full time Employment Specialist. Its mission is to provide employment opportunities to individuals with chronic and persistent mental illnesses that lead to competitive employment in the community. This position will provide vocational assessment, employment counseling, and job development. The desired candidate can show previous experience working in the field of vocational rehabilitation, mental health, supported employment, social services and/or education.

Under the supervision of the assistant program director, the incumbent will:

- Provide vocational and employment counseling
- Assist individuals in obtaining and retaining employment
- Develop a network of employers and employment sites
- Ensure quality of pre- and post employment support
- Provide job search training via individual and group formats
- Perform labor market analyses
- Assess job readiness and employment related skills and deficits
- Explain changes in financial benefits as a result of obtaining employment
- Utilize a team approach to accomplish goals
- Be a positive ambassador for the agency in the community
- Manage work time effectively, efficiently and productively
- Use good problem solving skills
- Maintain clients' records and documentation according to California, San Francisco City and County requirements and the Department of Rehabilitation
- Have an understanding of mental health issues and sensitivity toward mental health clients
- Perform other related duties as assigned

Please send your cover letter and resume to Khary.Dvorak-Ewell@ucsf.edu

In addition, please post your resume on the UCSF BrassRing website:

<http://www.ucsfhr.ucsf.edu/careers>; Job Req # **48202BR**