



## Vocational Specialist

### Prevention and Recovery in Early Psychosis Program

#### Agency Overview

Founded in 1889, Family Service Agency of San Francisco is the oldest nonsectarian, nonprofit charitable social-services provider in the City and County of San Francisco. Our mission is to strengthen families by providing caring, effective, and innovative social services, with special emphasis on the needs of low-income families, children, and the elderly and disabled people, thus improving the quality of life for all San Franciscans.

#### Program Description

Prevention and Recovery in Early Psychosis (PREP) is a new program at FSA that operates in partnership with the University California, San Francisco (UCSF) and the Mental Health Association (MHA). This program is dedicated to early detection of psychosis and early delivery of care with a multi-disciplinary approach to treatment. The program combines a series of evidence-based treatments in Strength-based Care Management, Medication Management, Multi-family Group Therapy, Cognitive Behavioral Therapy for Early psychosis, Vocational rehabilitation and Cognitive Training to address the issue early and bring the symptoms to full remediation.

#### Job Description

This position will be a member of a treatment team and will be responsible for comprehensive employment services, including job development, on-the-job coaching, on-going work-based vocational assessment, resume writing assistance, job interview skill-building, strength/talent identification, job/career/educational goal identification, individualized job search support, job interview skill-building, on-going job placement assistance for promotional opportunities and re-employment when jobs end. The employment specialist must be a self-starter; have good attention to detail and follow through, and be able to function autonomously with minimal supervision. The ideal candidate will be familiar and comfortable with individuals and families dealing with mental illness and substance abuse and will demonstrate an ability to establish trusting, hopeful relationships with these individuals. Additional duties as needed

#### Program Specific Responsibilities

- Conduct comprehensive employment services, including job development, on-the-job coaching, on-going work-based vocational assessment, resume writing assistance, job interview skill-building, strength/talent identification, job/career/educational goal identification, individualized job search support, job interview skill-building, on-going job placement assistance for promotional opportunities and re-employment when jobs end.
- Identify consumers' interests, strengths, skills, abilities, and unique set of challenges and match them with jobs.
- Identify and arrange long-term supports to help consumers keep jobs.
- Advocate for clients with other team members and employers.
- Network with businesses and volunteer job opportunities.
- Create an ongoing resource binder of vocational and educational opportunities.
- Help client secure employment that is based on the consumer's preferences, strengths, and unique set of challenges.

Welcoming

Strength Based

Culturally Relevant

Team Implemented

Recovery Oriented

Family Oriented

Advancing the Field

- Ensures accurate and complete documentation and subsequent data entry when required
- Develops and documents initial care plan and subsequent, revised plans in the clients' files in a timely manner
- Ensures timely completion of progress notes
- Maintain close collaboration with the agency's other program staffs and project partners.
- Participate actively in staff meetings, monthly case conferences and all agency staff meetings and trainings
- Ensure optimal client participation in care planning and service coordination
- In collaboration with the team have close involvement in program management and development of additional curriculum as needed

**Minimum Qualifications:**

- A minimum of 3 years of experience working in the employment/vocational arena with this population.
- Bachelor degree in social work or related field
- Knowledge and experience in entry-level job development, job marketing, and job securing, and demonstrated ability to relate positively with a broad range of employers in the community.
- Working knowledge of Microsoft Word processing; ability to utilize FSA Information Management System
- Knowledge of mental illness, including treatment and medication, and the impact of illness on vocational functioning.
- Counseling skills, skills to engage consumers, business skills to conduct job searches, and to work effectively with team members, employers, consumers, and family members.
- Strong organizational and time management skills
- Strong communication and interpersonal skills
- Demonstrated ability to effectively and sensitively provide care to people from different cultural groups.
- Educational and professional experience in implementing Supported Employment Evidence-Based Practices.
- Ability be a team player with a welcoming attitude
- Bilingual English/Spanish preferred.

**Additional Information:**

Division: Felton Institute  
 Position: Full Time  
 Reports to: Associate Director

**SEND RESUMES TO:**

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