



Vocational & Educational Specialist / Care Advocate **Prevention and Recovery in Early Psychosis Program (PREP) San Francisco, CA**

Agency Overview

Founded in 1889, the Felton Institute (formerly Family Service Agency of San Francisco) has a 126- year history of innovation in services for vulnerable children, families, and adults. With a \$16 million operating budget and nearly 300 employees, Felton offers a dynamic, challenging, and supportive work environment. All staff is supported to increase their skills, enter new domains, and increase their position and salary as their skills grow. Felton offers an excellent benefits package and salaries that are well over the median or Bay Area non-profits. We are seeking employees who are excited by the idea of lifelong growth in the skills they bring to helping those in need.

Program Description

Prevention and Recovery in Early Psychosis (PREP) is a program at Felton Institute that operates in partnership with the University California San Francisco (UCSF), respective county behavioral health services, and other community partners. This program is dedicated to early detection and intervention for psychosis 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 Psychosis (CBTp), Individual Placement and Support (IPS) model of educational and vocational support, and Cognitive Remediation Training to address issues early and bring the symptoms to full remission. PREP currently operates four sites: San Francisco, Oakland, San Mateo, and Salinas.

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.

As a Family Partner works in the community support the PREP program. She/he is responsible for support and advocacy to parents/caregivers, providing some direct services and helping families identify strengths, needs and access to community resources. Assist therapists/care managers with developing, organizing, and conducting programs to support client treatment plans relevant to substance abuse, human relationships, rehabilitation, and mental health treatment. Collaborates with other mental health providers and support services. Meets with supervisors and/or program managers regularly; performs related duties as assigned. Maintains accurate detailed observation and progress records for later electronic billing data entry as per the state assuring all documentation is entered within a 24-hour period of delivering a service. Additional duties as needed.

Program Specific Responsibilities

- Conduct comprehensive employment services, including job development, on the job coaching, ongoing 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, ongoing 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.
- Providing direct support to clients including: wellness checks, teaching of independent living skills, support in accessing various services including medical, benefits, employment, etc.
- Conducting socialization groups
- Consumer Group Facilitation
- 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
- Collaboration with the team has close involvement in program management and development of additional curriculum as needed
- Providing direct support to caregivers of clients including: support in accessing various services such as medical, benefits, employment, etc.
- Maintains accurate detailed observation and progress records for later electronic billing data entry as per the state assuring all documentation is entered within a 24-hour period of delivering a service

Minimum Qualifications

- Bachelor's degree in a human service field is preferred but experience working with youth with Serious Emotional Disturbances and their families can substitute
- A minimum of 3 years of experience working in the employment/vocational arena with this population
- A minimum of one year in recovery personal/family experience with mental illness and/or substance abuse. Mental health outreach/engagement experience a plus
- 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
- 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
- Educational and professional experience in implementing Supported Employment Evidence-Based Practices
- Ability to prioritize, manage time effectively, and multitask
- Ability to be comfortable working in a variety of environments, including family homes, schools, places of business, and in the community. Must possess sensitivity to family culture, values and beliefs and operate from a family-centered, strengths based perspective.
- Ability to cope with a high energy, intense work environment
- Ability to work with at-risk populations and create a caring and supportive therapeutic alliance with caregivers
- Bi-lingual in Spanish preferred, but not required

Additional Information

Division: PREP Division
 Location: San Francisco
 Position: Full Time Position
 Reports to: Program Manager

SEND RESUMES TO:

Alana Rahab, Program manager, PREP/BEAM
 Family Service Agency of San Francisco
 6221 Geary Blvd., San Francisco
 Phone: (415) 471-7310 x 253
 Email: arahab@felton.org