



## JOB ANNOUNCEMENT

**Position Title:** Employment Specialist

**Program:** East Wind Clubhouse

**Classification:** Non-exempt, Full-Time

**Salary Range:** \$32,000-\$34,320 per year; Commensurate with Experience

### **Summary and Range of Authority:**

The East Wind Clubhouse provides rehabilitative, recovery, vocational and peer support for Asian/Pacific Islander (API) adults and older adults living with serious mental illness (SMI) and co-occurring disorders (COD) at two locations, one in City Heights and one in Serra Mesa. Clubhouse staff are assistants, facilitators and role models who provide members with the tools and support they need to obtain and maintain recovery.

Under the direction of the East Wind Clubhouse Program Manager, the Employment Specialist will implement the Individual Placement and Support (IPS) model of Supported Employment for East Wind members who are interested in finding employment or education of their own choosing.

### **Essential Duties and Responsibilities:**

- Assist members in obtaining employment and or education based on participant choice
- Provide one-on-one assistance to members in job searches, resume writing and interview preparation
- Follow the IPS model of Supported Employment, including attending weekly meetings with Employment Specialists working in other UPAC behavioral health programs
- Provide services at both clubhouse locations and in the community as needed.
- Spend a minimum of 65% of time in the community making a minimum of 6 contacts per week with potential candidates
- Provide members with on-the-job training and support
- Attend the San Diego Job Developer network and other networking events regularly
- Develop and continually update list of potential employers who are willing to hire people with mental illness
- Attend UPAC staff meetings on a weekly basis, or as scheduled.
- Conduct community outreach to service providers
- Attend employment meetings and/or trainings within UPAC, and the San Diego County mental health services community
- Provide timely and accurate documentation of all services provided
- Complete monthly reports as required
- Other duties as assigned

**Required Education, Certifications/Licenses and Language/Cultural Skills:**

- Bachelor's level degree in mental health or social services, or vocational services

**Minimum Experience and Qualifications Required:**

- Must have completed or complete after hire the IPS model of Supported Employment training
- Minimum 6-months experience with people with disabilities
- Working knowledge of a broad range of occupations and jobs
- Ability to identify consumers' interests, strengths, skills, abilities, and unique set of challenges to match them with jobs
- Have a positive demeanor to inspire others to obtain and retain employment
- Demonstrate the ability to work well with others
- Familiarity with community resources and the delivery of case management resources
- Understanding of and commitment to the psychosocial rehabilitation model of psychiatric rehabilitation services
- Possess a strong belief in empowering members towards recovery
- Demonstrate leadership skills; responsible, mature, self-motivated and able to lead and inspire others
- Excellent interpersonal and customer service skills, including cultural competency in working with people of various cultural and economic backgrounds
- If bilingual, must demonstrate oral and written fluency in native language and English
- Must demonstrate intermediate level of computer literacy and experience using office productivity software i.e. Microsoft Word, Excel, Power Point, Internet browsers, and Outlook.
- Must pass background check (Live Scan Fingerprint).
- Must be able to drive for business purposes to other program locations in San Diego County.
- Must have a valid California driver's license and comprehensive automobile insurance coverage, as required by law.
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration and/or the Department of Health and Human Services of the Inspector General.

**Additional Preferred Education or Qualifications:**

- Bilingual/Bicultural in Vietnamese
- Experience working in a mental health setting
- Experience working with supported employment model

**Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Spends approximately 70% of work time sitting and meeting with others or working at a desk and/or computer. Spends approximately 30% of work time standing or walking within the work area or outside the office at meetings and events, also bends, twists, stoops and reaches. Ability to communicate in writing and verbally. Regularly required to sit and talk or hear. Frequently is required to use hands to touch, handle or feel and reach with hands and arms.

Occasionally lifts and/or moves up to 25 pounds. Working conditions are normal for an office environment, event venues and a commercial kitchen. The noise level is usually moderate.

**Please forward your resume via e-mail, fax or mail to:**

**UPAC – Attn: HR Dept**

**1031 25th Ave**

**San Diego, CA 92102**

**Fax: 619-232-4113**

**E-Mail: [upacjobs@upacsd.com](mailto:upacjobs@upacsd.com)**