



JOB ANNOUNCEMENT

Position Title: Vocational Specialist

Program: East Wind Clubhouse

Classification: Non-Exempt, Full-Time

Salary Range: \$14.00-\$16.00 per hour; 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 supervision of the Clubhouse Director, the Vocational Specialist will provide vocational and (limited) employment assistance and support to the Clubhouse Members of UPAC East Wind Clubhouse.

Essential Duties and Responsibilities:

- Teaching basic computer skills and computer literacy to Clubhouse members at two locations (1) Serra Mesa site and (2) Mid-City Site.
- Assist Clubhouse members in resume-writing on the computer.
- Assist Clubhouse members with online job search.
- Provide five computer classes per week to all Clubhouse members who are interested in learning basic computer skills and computer literacy. Minimum computer schedule includes: two classes per week at Serra Mesa site and two to three classes per week at the Mid-City site.
- Provide education to Clubhouse members on basic internet usage.
- Provide supervision for “open computer lab hours” at each site one day per week when scheduled.
- Provide general technical assistance to Clubhouse members.
- Assess and monitor each Clubhouse member’s skill level and provide appropriate guidance to each based on their skill level.
- Plan activities that promote wellness and recovery as part of computer class curriculum
- Submit lesson plans to Clubhouse Director on a weekly basis.
- Work with Peer Specialists to update EW Clubhouse quarterly newsletter.
- Participate in weekly group supervision with Clubhouse Director and other Clubhouse staff.
- Work with a diverse team of consumer leaders, general clubhouse members and staff.
- Support Clubhouse members who are interested in developing peer-led activities through use of the computer. Those activities may include consumer-led newsletter.
- Monitor inventory of all computer equipment, and report any computer malfunctioning, damage, and/or theft to Clubhouse Director immediately.
- Plan and implement monthly resume-writing classes for Clubhouse members.
- Monitor program outcomes and provide weekly and monthly written reports as needed to Clubhouse Director.
- May conduct some community service and outreach opportunities as directed by Clubhouse Director

- Function as a member of a multi-disciplinary team and work closely with members and employees of other UPAC East Wind Clubhouse and UPAC Adult Mental Health Services programs to coordinate the delivery of mental health services to API and other ethnic communities
- Other duties as assigned by Clubhouse Director

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 demonstrate ability to identify consumers' interests, strengths, skills, abilities, and unique set of challenges to match them with jobs
- Must have a positive attitude to inspire others to obtain and retain employment
- Must demonstrate ability to work well with others
- Must have knowledge and commitment to the psychosocial rehabilitation model of psychiatric rehabilitation services, and a strong belief in empowering clients/consumers towards recovery
- Demonstrated leadership skills; responsible, mature, self- motivated and able to lead and inspire others.
- Excellent interpersonal skills, including cultural competency in working with people of various cultural and economic backgrounds.
- Must demonstrate intermediate level of computer literacy and experience using MS 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:

- Knowledge and experience working with Southeast Asian and other Asian clients.
- Ability to speak one of the following languages: Vietnamese, Hmong, Cambodian or Cantonese.
- Prefer Peer experience or experience working with a family member with disabilities.
- Experience as a previous or current mental health consumer; or experience as a caregiver/family member for a mental health consumer; or experience working in a mental health setting

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:
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