

EXCEL Internship Program

Excellence Through Community Engagement & Learning

Partners in the Program

UC San Francisco

- Internship host sites
- Job placement assistance with UCSF's Temporary Employment Program (TEP)

JVS and the Health Care Academy

- Classroom training
- Job Coaching
- Job search and retention service

Human Services Agency

- Wage subsidy funding
- Employment services support



EXCEL Program Qualifications

- High School Diploma/GED
- Background Check and Occupational Health Clearance
- JobsNOW! Wage Subsidy Program Eligible
 - CalWorks 170 Otis Street (415) 557-5723
 - o PAES 1235 Mission Street (415) 558-1000
- Workforce Investment Act Eligible (certification performed by JVS)
- Basic Adult Reading Assessment (7th grade reading level)
- TEP Computer Assessment



JobsNOW!

Eligibility Requirements:

- San Francisco resident
- At least 18 years of age

Active with any of these 4 Programs:

(Note: San Francisco Human Services Agency reserves the right to determine and confirm JobsNow! eligibility.)

1) CalWORKs

- Parent on active status, not just dependent
- 2) PAES (Personal Assisted Employment Services)
 - **PAES** recipients must have an assigned Employment Specialist with San Francisco Human Services Agency.
 - CAAP work eligible may qualify, but will need to complete an expedited program change request.



JobsNOW!

- 3) Current or Former Foster Youth (ages 18-24 only)
 - Attend a Thursday 1:00 pm eligibility session at 3120 Mission St. Library for verification.
- 4) Current "PST" (Public Service Trainee) with San Francisco Human Services Agency as employer of record
- Former PST with separation date within the last 90 days prior to start of EXCEL training If you're not yet a participant and unsure whether or not you qualify for the JobsNOW! Program attend a prescreen orientation at 3120 Mission St. Mondays @ 9am or Fridays @ 10am.



EXCEL

• 20 - 22 will be selected for program

- 10-week job skills training at JVS
- 4-month paid internship at UCSF





 Job placement assistance through UCSF's Temporary Employment Program and other UCSF Medical Center placement vendors following successful internship completion

EXCEL Success 2010-Present

162 graduates completed training and internship (Cycles 1-10)

- Over 100 graduates retained by their host department post-internship or placed in new temp position immediately upon graduation
- 55 graduates have earned career positions at UCSF
- EXCEL graduates have also found positions at Kaiser, CPMC, Dept of Public Health



JVS Training Overview

- Schedule
 - Program starts approximately October 31, 2016
 - 10 weeks of job skills training
 - Monday through Friday schedule
 - Classroom activities from 9AM-4PM
 - Half day one day a week (Wednesdays)





Classroom Training

- Culturally competent customer service and communication
- Administrative and technical skills
- Personal, professional, and leadership development
- Core skills for healthcare settings, including
 - Business grammar, writing, and math
 - Health literacy
 - Medical terminology
- Pathways to success at UCSF
- Job search skills and strategies



Classroom Training Expectations

3 absences allowed

• 3 tardies allowed (10 minutes late = 1 tardy)

• Leaving class early = 1 absence

Health-related appointments (doctor, dentist, for example) tell instructor in advance

Half-day built into program for personal appointments



Temporary Employment Program (TEP)

- Provides temporary labor to many departments within UCSF
- Offers opportunities for the San Francisco Bay Area community to gain access and valuable UCSF work experience.
- Offers temporary employees exceptional benefits not offered by other temporary agencies and partners, in the effort to attract and retain a diverse workforce.
- Human Resources Department for EXCEL interns and manages functions such as timekeeping and payroll.

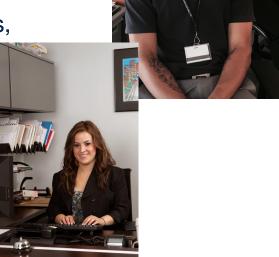


EXCEL Internship Overview

- 4 months, 32 hours/week, Mon Thurs
- Work responsibilities vary by host department
 - Clinics vs. Campus
- Wages and pay schedule (1st and 15th)
- Work locations (Mission Bay, Parnassus, Laurel Heights,

Mount Zion)

- Mandatory Friday trainings
- 2 excused absences (including Fridays)





JVS Job Coaching

- Pre-Internship Assistance
 - Resume and interviewing strategies
- Employment Support
 - Job-related concerns
- Job Search Assistance Post-Internship
 - Finding employment

Next Steps...

- Fill-out an EXCEL application due by September 23, 2016, at 5:00 pm to JVS Coordinator
 - 225 Bush Street, 4th Floor Cross street Montgomery
 - o Fax: 415-391-3617
 - Email: excel@jvs.org
- Reading assessment at JVS
- Phone screening interview with JVS
- One-on-one interview and WIA certification at JVS
- TEP computer assessment at JVS





JVS











Questions & Answers



