



University of California
San Francisco

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
 - 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
 - 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

UCSF

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JVS



Questions & Answers





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