

## GENERAL CRITERIA FOR ADMISSION

- Expressed interest in employment
- San Francisco resident
- Able to attend scheduled appointments
- Eligible to work in the U.S.
- TB/PPD Clearance
- Meets Dept. of Rehabilitation and SF Dept. of Behavioral Health criteria for services
- In good physical health and/or Physician's release to work
- Able and willing to travel to program and work site
- Able to manage psychiatric symptoms with minimal intervention
- Must have medication plan in place
- Currently not at risk for violent or criminal behavior
- Participating in a Harm Reduction Plan (if applicable)

### How Do I Refer:

1. Make sure your referral meets the General Criteria for Admission
2. Complete the Referral Form
3. Make copies of Psychiatric & Medication records and relevant reports
4. Mail or Fax all the above to:

**Intake Coordinator**  
**intake@hire-ability.org**  
**Phone: 415-282-9675 ext. 207**  
**FAX: 415-920-6877**

Hire-Ability  
1234 Indiana Street  
San Francisco, CA 94107



## **EMPLOYMENT SERVICES PROGRAM**



**Get a Job**

[www.hire-ability.org](http://www.hire-ability.org)  
1234 Indiana Street  
San Francisco, CA 94107  
415-282-9675  
FAX: 415-920-6877

*RAMS is a community based mental health agency in San Francisco. Hire-Ability, a program of RAMS, provides culturally sensitive vocational services to individuals with mental health disabilities. We value a harm reduction model and welcome individuals who are participating in a harm reduction plan (if applicable). The goal is to enable participants to find work and maintain work in the community. We offer services in English, Cantonese, Mandarin and Tagalog.*

### **The Employment Services (E.S.)**

**Program** serves individuals who want to be placed and receive support in the open job market. The E.S. Program utilizes **Individual Placement & Support (IPS)\*** an evidence-based employment program for individuals with mental health disabilities.

The program provides an **Employment Consultant** who establishes a trusting relationship with each participant and works closely with their case manager, psychiatrist, and other providers as a treatment team. This team provides a comprehensive approach that includes integrating therapy, case management, family support and vocational rehabilitation to support the participant with the goal of getting and keeping a job.



The IPS program model has well-defined strategies that have been demonstrated by research and practice to be the most effective in obtaining employment: consumer choice, rapid job search, on-going function based assessment, and comprehensive and integrated services.

\* Becker, D.R. & Drake, R.E. (1993). *A Working Life: The Individual Placement and Support (IPS) Program*. New Hampshire - Dartmouth Psychiatric Research Center

### **SERVICES PROVIDED**

#### **Vocational Assessment:**

A comprehensive assessment process that systematically utilizes an intake interview, assessments and/or real and simulated work situations, as appropriate, to assist the participant in the identification of goals leading towards job development. This includes:

- Conversations with the client, family and past employers
- Identification of cultural barriers to employment
- Consultations with the Treatment Team
- Identification of work-related issues including lack of occupational skills, language skills, stamina and grooming
- Assistance with vocational objectives and research of labor market trends
- Skills awareness and transferability

**Job Placement Services:** The Employment Consultant creates an approach that will help the participant obtain a job as quickly as possible. This includes:

- Individualized and culturally appropriate job placement assistance
- Individualized job preparation using classroom and individual vocational services
- Assistance to participants in making informed decisions with regards to their vocational objective and current labor market employment opportunities
- Job seeking training, which includes completing job applications and learning interview skills
- Visiting employers, presenting the participant's skills and abilities to the employer, arranging interviews and attaining competitive employment

**Job Retention Services:** Follow-along services to assist participants in maintaining employment through off-site or on-site support. This includes:

- On-site job coaching, counseling and job shadowing
- Off-site employment counseling
- Employee/employer mediation