EXCEL
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
• Jobs NOW! Eligible
  o 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
Jobs NOW!

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 Jobs Now 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.
Jobs NOW!

3) Current or Former Foster Youth (ages 18-24 only)
   • Attend a Thursday 1:00pm 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 Jobs Now, 

**attend a prescreen orientation at 3120 Mission St. Mon 9am/Tues 9am/Fri 10am**

and mention that you are interested in the EXCEL program.
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

- 143 graduates completed training and internship (Cycles 1-9)
- Over 95 graduates retained by their host department post-internship or placed in new temp position immediately upon graduation
- 48 graduates have earned career positions at UCSF
- EXCEL graduates have also found positions at Kaiser, CPMC, Dept of Public Health
- Average 33% increase in take home wages
JVS Training Overview

**Schedule**

- Program starts approximately May 9, 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
  o Business grammar, writing, and math
  o Health literacy
  o 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
  o Resume and interviewing strategies

• Employment Support
  o Job-related concerns

• Job Search Assistance Post-Internship
  o Finding employment
Next Steps…

• Fill-out an EXCEL application – due by March 7, 2016, at 5:00 pm to JVS Coordinator
  o 225 Bush Street, 4th Floor – Cross street Montgomery
  o Fax: 415-391-3617
  o 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