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.
• 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
  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 (1\textsuperscript{st} and 15\textsuperscript{th})
• 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
  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
Questions & Answers