

OCCUPATIONAL THERAPY TRAINING PROGRAM

Promoting Possibilities

SPECIAL SERVICE FOR GROUPS, Inc. / OCCUPATIONAL THERAPY TRAINING PROGRAM

JOB DESCRIPTION (public facing)

Organization: Occupational Training Program – SF

Title: Occupational Therapist/Vocational Specialist

Benefits: Medical, Dental, Vision, 403B retirement, Pet insurance

FTE: Full time

Salary: \$3,900 - \$4,333 bi-monthly DOE

About OTTP-SF (www.ottp-sf.org)

Over the last 23 years, our multidisciplinary staff of licensed mental health therapists, LCSW's, MFT's, ASW's, AMFT's, LPCC, OT's and Psychiatric Mental Health Nurse Practitioners have served more than 10,000 clients. At OTTP we welcome collaborating, autonomy, and exploration of ideas to meet the ever-evolving needs of our clients. Our services include early intervention, school-based, workforce development, and after-care services. Clients at OTTP are between the ages 3 to 24. Our interventions include assessment, therapeutic individual intervention, therapeutic groups, psychotherapy, family therapy, employment, and case management. Therapeutic activities are hands-on, engaging, and meaningful to our clients. This is why we say we are "healing through doing." Our mission is to provide mental health services to empower the youth that we serve to achieve their emotional, educational, vocational and personal goals.

In order to keep staff and participants as safe and healthy as possible, all staff working on-site will be required to be vaccinated (COVID-19) prior to beginning work.

Special Service for Groups is an Equal Opportunity / Affirmative Action Employer.

Summary



Occupational Therapy
Training Program – San Francisco
is a division of
Special Service
for Groups

425 DIVISADERO STREET / SUITE 300
SAN FRANCISCO, CA 94117

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Under supervision of OTTP's Vocational Supervisor, the Vocational Specialist/OTR/L will provide employment services to clients, ages 15-24 using the principles of the Individual Placement and Support (IPS) model to assist them in finding and maintaining competitive employment that is consistent with their vocational goals.

Essential Functions

Employment Program:

- Processes consumer referrals from DOR and introduces DOR consumers to Employment Services.
- Supports consumers enrolled in Individual Placement Support (IPS) Services program
- Assists DOR consumers in building and executing their ISP (Individualized Service Plan) including Employment Preparation, Job Development and Employment Retention.
- Educates consumers on job search techniques including interviewing strategies, identifying employment opportunities, as well as implications of the Americans with Disabilities Act (ADA) and the California Fair Employment Housing Act
- With the consumers' permission, provides education and support to family members about work and gathers input about skills, interests, strengths of the consumer, and ideas for job supports.
- Discusses consumers' preference for disclosure of psychiatric symptoms to employers, including possible costs and benefits and specific information to be disclosed. Provides assistance with the job search regardless of consumers' preferences regarding disclosure (i.e., support without employer contact when consumer chooses not to disclose).
- Works with the consumers to complete resumes, applications, and cover letters.
- Facilitates at least six in-person employer contacts with hiring managers weekly (based on full-time employment) to learn about businesses and employer needs, to talk about specific consumers who are looking for work and/or to talk about employer support services offered by the vocational specialist (in-person requirement is modified during pandemic restrictions).
- Completes job site analyses as needed to ensure that the environment and job demands are commensurate with consumers' abilities.
- Tracks the progress of consumers through Employment Services.
- Is responsible for a minimum of twelve job starts each year after the first year of employment (based on full-time employment).
- Supports the DOR referral process to other consumer services, if appropriate, to support the job search

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- Documents every encounter with consumers and tracks time, develops and delivers Monthly Progress Reports, and End of Service Reports.
- Maintains regular communication with DOR counselors regarding DOR consumers' progress.
- Maintains regular communication with consumers' mental health providers.
- Attends team meetings for other OTTP programs when working with consumers internal to OTTP
- Supports consumers making employer contacts by applying for jobs, or learning more about jobs available in the community, within 30 days of program entry, on average.
- Provides individualized follow-along supports to assist consumers in maintaining employment. Offers in-person supports on a weekly basis during the first month of a new job and at least monthly after working steadily (in-person requirement is modified during pandemic restrictions).
- Spends 65% or more of total scheduled work hours in the community, for example, meets with consumers in community settings and develops relationships with managers at their businesses (in-person requirement is modified during pandemic restrictions).
- Maintains a minimum of 65% productivity as tracked by the amount of time with consumer or with employer on consumer's behalf as well as documentation, travel, and prep time.
- Makes sound and informed recommendations to DOR counselors based upon the progress and status of DOR consumers.
- Conducts exit interviews for DOR consumers ending Employment Services.
- Attends staff meetings as requested to support consumers.
- Attends service coordination meetings regarding DOR consumers.

General:

- Attends trainings related to contract services
- Completes documentation and billing within 5 business days according to CBHS standards in the AVATAR system.
- Oversees and maintains organized working files on all assigned clients.
- Participates in chart review activities to ensure quality of services.
- Attends scheduled meetings for direct individual and group clinical supervision, multi-disciplinary staff meetings, interagency collaboration, evaluation reporting, and staff development and training.
- Participates in agency advocacy efforts to end racial and social injustice.
- Supports volunteers and interns in their professional development at OTTP-SF.
- Consistently maintains professional behavior.
- Other duties as needed.

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- Regular attendance is required.

Minimum Qualifications

A degree in occupational therapy from an accredited university.

NBCOT Registration

Background clearance

TB clearance (within last year)

Fully COVID-19 vaccinated (2 weeks from last vaccination dose to be considered fully vaccinated).

Maintain and uphold Agency mission statement, values, policies, procedures, and principles.

Supervisory Responsibilities

None currently.

Environmental Conditions (Working Conditions)

This position entails working with youth in the OTTP-SF office site, school settings, employment sites, in the community, and virtually/ via phone.

Physical Requirements

This position entails sitting, standing, and walking.

Mental Requirements

This job requires that the individual be able to comprehend and follow instructions, maintain appropriate work pace to complete the assigned work load, perform varied and complex tasks, relate to other people beyond giving and receiving instruction, effectively influence people on a consistent basis, and carry out responsibility for direction, control and planning, and communicate effectively.

Special Service for Groups is an Equal Opportunity/Affirmative Action Employer. We encourage people of color, women, queer and trans/gender-nonconforming individuals to apply.

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