



JOB ANNOUNCEMENT

Richmond Area Multi-Services (RAMS) is currently searching for a
Business Development Specialist
 for the RAMS Hire-Ability Vocational Services Program

Under the supervision of the Employment Services Coordinator, the Business Development Specialist is integrated into existing employment services program. The BDSpecialist will focus on the development of strategies to assist clients to locate and access viable employment opportunities by partnering with the business community. The BDSpecialist will develop of relationships with employers and employer groups to increase the job placement options for the Employment Consultants. There will be a special focus on the development of on-the-job training opportunities for clients. In addition to face-to-face contacts, there will be an emphasis in creating internet-based solutions to create business linkages.

Fluency in Cantonese VERY highly preferred (will be prioritized). Fluency in Vietnamese or Russian also preferred.

Salary Range: \$34,000 - \$37,000 annual commensurate to experience & qualifications

Status: 40 hr/wk Full-Time

Benefits: health insurance coverage + leave benefits

Essential Job Duties include, but are not limited to:

1. Develop relationships with individual businesses, business groups, non-profit and government employers
2. Develop individual or group DOR consumer job opportunities with local businesses and refer these leads to the Employment Consultant staff
3. Develop business advisory councils
4. Develop of OJT opportunities for clients
5. Creating a centralized internet-based website for employers
6. Provide weekly, monthly and quarterly reports of telephone, email and face-to-face contacts
7. Conducts job development and job search activities directed toward positions that are consistent with the needs and interests of the clients, as needed
8. Other duties as assigned

Minimum Required Educational level & Experience:

1. At least a Bachelor's Degree, required: Degree in Marketing, Sales or Business is very highly preferred. A Bachelor's Degree in psychology, social work, or counseling, or has equivalent related experience working in a community mental health/social service setting is preferred, but not required
2. One year experience with employer job placements and recruiting, required
3. One year experience creating business linkages is very highly preferred
4. Demonstrated experience working in a healthcare/non-profit setting, very highly preferred

Other Requirements:

5. Familiarity with community behavioral health systems of care in San Francisco, including the philosophy of care, levels of care for clinical services, and the delivery of such services, preferred
6. Familiarity with the San Francisco community resources/services (may include health, mental health, substance abuse, vocational, housing, etc), preferred
7. Strong commitment to the philosophy, goals, & mission of RAMS in providing community-based, culturally competent, and consumer-guided mental health services to the community
8. Commitment to engaging in professional development activities such as trainings, continuing education seminars, case conferences, and reviewing up-to-date material, etc., as related to treatment strategies for the population of Hire-Ability
9. Strong interpersonal skills and ability to work effectively, function independently, and interact professionally with a diverse, multi-cultural, and interdisciplinary staff of all levels
10. Due to the needs of the populations served by this position, applicants with fluency in Cantonese are very highly preferred/prioritized; Fluency in Vietnamese or Russian also preferred & will be considered.

Reports to: Employee Services Coordinator and Director of Vocational Services

Interested applicants: send cover letter & resume to Trina de Joya, Director of Human Resources, at trinadejoya@ramsinc.org
 Position will remain open until filled.

RAMS is a non-profit community-based agency providing bilingual & bicultural mental health and related services to our community. We are an Equal Opportunity Employer and committed to embracing diversity and consider all applicants for all positions without regard to race, color, national origin, ancestry, sex, gender, sexual orientation, sexual identity, age, religion, creed, disability (actual or perceived), medical condition including genetic characteristics, marital status, domestic partnership status, citizenship, military service, height, weight, HIV/AIDS status, or any other characteristic protected by state or federal law or local ordinance.