



INTERNAL Job Announcement

Richmond Area Multi-Services (RAMS)
Program Administrative Assistant
 for the **Hire-Ability Vocational Services (i-Ability Program)**

Hire-Ability is the award winning vocational services program of RAMS, in partnership with San Francisco Department of Public Health-Community Behavioral Health Services, California State Department of Rehabilitation, and other private businesses, which serves the San Francisco Bay Area community by connecting employers with trained, assessed, and pre-qualified employees. Hire-Ability provides quality & culturally competent vocational rehabilitation, training, and support services to adults with behavioral health conditions and/or mental health disabilities. Program services include: Vocational Assessment; Basic Job Skills Training; On-the-Job Training; Work Adjustment; Situational Assessment; Job Development; Placement & Retention; and Job Coaching. The Hire-Ability program components include: Employee Development, Employment Services, and Janitorial Training. Hire-Ability also offers a Computer Information Technology classroom training program, and features Café Phoenix, a reputable and well-reviewed client-run café that also serves as one of the on-the-job vocational assessment sites.

Salary Range: \$11.03/hour **Status:** Part-time/Hourly
Benefits: According to work schedule, City requirements and RAMS Personnel Policy

Essential Job Duties include, but are not limited to:

1. Assist Program Coordinator with various tasks, events/projects & reports upon request
2. General filing & recordkeeping/organization
3. Manage program databases, including entry of program services and data
4. Assist in producing various project-related reports and paperwork, including but not limited to student feedback surveys & progress reports
5. Expedite and receive deliveries, mail & faxes and routing to appropriate staff
6. Light correspondence & memos, as assigned
7. Maintain inventory of supplies, forms, & equipment (if any)
8. Prepare program-related paperwork for the RAMS Accounting Department for processing, including but not limited to invoices, timesheets, & reimbursement requests
9. Other duties as needed to facilitate effective operation of the program and assigned by Program Coordinator

Minimum Required Educational level & Experience:

1. At least a High School degree or GED. A Bachelor's degree in psychology, social work, computer science, business administration, or related fields preferred, but not required
2. Experience working with computers and database management & maintenance, database queries and reports, MS Word, MS Excel, MS Access, FileMaker Pro preferred

Other Requirements:

3. Experience working in a non-profit or academic office environment, preferred. Candidates with experience in community behavioral/public health system HIGHLY ENCOURAGED TO APPLY
4. Must type at least 45-50 WPM. Must be proficient in Microsoft Word, PowerPoint and Excel programs.
5. Must be detail-oriented and organized, think analytically, value accuracy and organization, and is readily able to learn additional computer skills
6. Strong commitment to the philosophy, goals, & mission of RAMS and SFSU, including providing culturally competent services in a community setting

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.

Posted 12/28/11



INTERNAL Job Announcement

7. Strong interpersonal skills and ability to work effectively, function independently, and interact professionally with a diverse, multi-cultural, and interdisciplinary staff of all levels
8. Applicants with ability to provide bilingual culturally competent services in Cantonese, Russian, Spanish, or Vietnamese **HIGHLY ENCOURAGED TO APPLY**

Reports to: i-Ability: Vocational IT Services Manager

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.

3626 Balboa Street, San Francisco, CA, 94121

ph (415) 668-5960

f (415) 668-0246

www.ramsinc.org