

# Vocational Referral

# Access4Jobs

## The San Francisco Vocational Co-op

Serving SF residents with primary mental health diagnosis(es)

Thank you for your interest in Vocational and Employment Services

Client Name (Pronouns) \_\_\_\_\_ DOB \_\_\_\_\_  
 Primary/Language \_\_\_\_\_ Ethnicity \_\_\_\_\_ Gender \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_  
 Email \_\_\_\_\_ How did you hear about us? ☐ Clinician ☐ Outreach/Poster ☐ Friend ☐ Other  
 Case Mgr. /Therapist \_\_\_\_\_ Email \_\_\_\_\_  
 Agency \_\_\_\_\_ Contact # \_\_\_\_\_

What is your Vocational Goal? ☐ Paid Employment ☐ Training/Education

Vocational Interest \_\_\_\_\_

What is your program of interest? (If no preferred service, referral will be based on appropriate match)

☐ RAMS Hire-Ability ☐ Citywide ☐ Caminar ☐ OTTP-SF ☐ PRC

See other side for an explanation of each program

Can you provide documentation to work in US? ☐ Your response is confidential. If you do not have documentation, Access4Jobs may still be able to refer you to vocational services.

I authorize my diagnosis(es)/clinical information to be released by the referring source to the Access4Jobs triage team.

Client Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent/Guardian Signature: \_\_\_\_\_  
 (If under 18 years old) \_\_\_\_\_ Date: \_\_\_\_\_

**CLINICAL SECTION: This section must be completed by a licensed clinician**

Pertinent History / Hospitalizations \_\_\_\_\_

Current Treatment/Medication \_\_\_\_\_

Client's Strengths \_\_\_\_\_

|                                                  |                                  |
|--------------------------------------------------|----------------------------------|
| Current mental status (symptoms)                 | Ability to handle responsibility |
| Able to tolerate full day of employment training | Social Skills / Barriers         |
| Occupations/situations to avoid                  | Assaultive/violent history       |
| Frustration tolerance                            | Judgement                        |

Mental Health Primary Diagnosis(es) \_\_\_\_\_ ICD10 code: \_\_\_\_\_

Comments \_\_\_\_\_ BIS # \_\_\_\_\_

**Referrer or Co-signer must have one of these professional credentials: LPCC, MFT, NP, RN, LCSW, MD, PsyD, or PhD (In Psychology)**

Referred by: (name & credential) \_\_\_\_\_ Signature \_\_\_\_\_

Co-Signature name: (if applicable) \_\_\_\_\_ Co-Signature \_\_\_\_\_

Agency/Address \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

To submit referral, email to [access4jobs@sfdph.org](mailto:access4jobs@sfdph.org) or fax to 628-754-9562

Questions? Please email [access4jobs@sfdph.org](mailto:access4jobs@sfdph.org)

The San Francisco Vocational Co-op is a collaboration between San Francisco Behavioral Health Services (BHS) and the California Department of Rehabilitation (DOR). Together, we partner with RAMS Hire-Ability, Citywide Employment Program, Caminar Jobs Plus, PRC Employment Service, and Occupational Therapy Training Program- (OTTP) to provide comprehensive vocational services to SF residents receiving BHS. All clients will be enrolled in DOR for employment services, once authorized by a DOR counselor. Services will include:

**Employment Services** - includes vocational intake assessment, employment preparation, job development and employment retention.

**Vocational Assessment** – assesses client’s current educational, vocational levels, abilities and interests.

**Job Coaching** – provides intensive assistance and support in employment-related activities to promote job adjustment and retention.

**Our Program Partners with service language capacity:**

**RAMS:** Services offered in English, Mandarin, Tagalog. [www.hire-ability.org](http://www.hire-ability.org) 415-282-9675 X227

**Citywide<sup>a</sup>:** English, and Spanish. <http://citywide.ucsf.edu> 628-587-9165

**Caminar:** English. [www.caminar.org](http://www.caminar.org) 415-425-3014

**OTTP<sup>a,b</sup>:** English and Spanish. [www.ottp-sf.org](http://www.ottp-sf.org) 415-610-0064

**PRC:** English and Spanish. [www.prcsf.org](http://www.prcsf.org) 415-972-0819

a-Criminal Justice Specialization

b-Transitional Age youth (TAY)

| Vocational Skills Training                                               | RAMS | Citywide | PRC |
|--------------------------------------------------------------------------|------|----------|-----|
| First Impressions- Building Maintenance, Basic Construction & Remodeling |      | *        |     |
| IT HelpDesk/ITDesktop/Advanced Helpdesk and Desktop                      | *    |          |     |
| Janitorial and Clerical Internship                                       | *    |          |     |
| Occupational Skills Training in Janitorial                               | *    |          |     |
| Slice of Life Café and Catering                                          |      | *        |     |
| Computer Training                                                        |      |          | *   |