



## Ritter Center Position Announcement

### **CURRENT OPENING:**

Ritter Center is currently recruiting for a ***Supported Employment Specialist***. This is a ***full-time, non-exempt*** position reporting to the ***Executive Director***. ***This role is based in San Rafael, CA operating out of our Main Campus and requires regular local travel throughout Marin County. Please find full job description below.***

***ONLY APPLICATIONS WITH A COVER LETTER AND RESUME WILL BE CONSIDERED.***

### **RITTER'S BENEFIT PACKAGES:**

**The Ritter Center is committed to providing a robust additional benefit package to complement compensation. This package includes:**

- Paid holidays
- Vacation and sick time accrual that increases with tenure
- Medical insurance with choice of plans
- Dental insurance
- Vision Insurance
- Life insurance
- Disability benefits
- Flexible spending accounts
- A 401K savings account
- Commuter Programs
- Parking and Travel coverage
- And an Employee Assistance Program

Additionally, the Ritter Center pays 100% of the employee premium for the medical, dental, and life insurance plans. Additional ancillary benefits are added each year as appropriate.

### **Qualifications:**

- Bachelor's Degree in social science, business, communication, or marketing required.
- Four years' experience in a mental health/social service setting, or
- One year experience in a recruitment, marketing, business to business strategy, or
- Two years' experience in employment services for adults with mental illness preferred.
- Social services agency experience preferred.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective relationships with clients and employers.

- Ability to function as part of an organization by working with others and by adhering to established policies and procedures.
- Ability to assemble meaningful information in order to draw valid conclusions.
- Ability to work independently as well as an effective team member; working cooperatively, reliably and dependably.
- Ability to manage time and available resources to carry out assigned tasks effectively.
- Valid California driver's license, personal vehicle to use during the course of work (including transportation of clients), and proof of personal vehicle insurance coverage.
- Ability to pass a basic DMV screening and background check required.
- Regular travel throughout Marin County required.

**Position Description:**

The Supported Employment Specialist (SES) will work with Ritter Center's Leadership Team to develop and implement an Employment Program utilizing the evidence-based practice of Individual Placement and Support. The SES will implement this Employment Program by assisting clients in obtaining and maintaining employment that is consistent with their vocational goals, and takes into consideration their individual strengths, needs, abilities, and preferences. The SES is responsible for planning, preparing and helping secure jobs for adults who have experienced homelessness and/or live with mental health impairments and are working towards their recovery. The SES is responsible for provision of necessary services to clients who may also have legal obstacles to overcome, and works to help resolve or minimize effects of these challenges during job search or work activities. Provision of these services will help lead Clients of Ritter to obtain and maintain a job of their choosing, increase self-sufficiency, and further their recovery.

**Job Duties and Responsibilities:**

- Develop and Implement a comprehensive employment program with strict adherence and high fidelity to the Individual Placement and Support model.
- Assess, plan, coach and advocate for employment program members to find competitive jobs.
- Manage a caseload of 20 program clients in their employment search.
- Support the general wellness and recovery plan for participants.
- Market, advertise, and collaborate with employers and potential employers, Department of Rehabilitation representatives, and Marin County Employment Specialists.
- Collaborate with other Ritter Center Team Members to ensure that employment services are fully integrated within client's Comprehensive Care Plans
- Document and maintain all data collection, reporting, and charting records.
- Participate in supervision, staff meetings, clinical consultation, and agency-wide meetings and training.
- Regular travel throughout Marin County required.

**TO APPLY:**

***Please follow the instructions on Ritter's Employment page on Indeed to electronically apply for this position. ONLY APPLICATIONS WITH A COVER LETTER AND RESUME WILL BE CONSIDERED.***

***This posting and more details about working with Ritter are also available on the Ritter Center's website.***

***Any questions or comments about Ritter Center's hiring process can be sent to careers @ rittercenter.org***

## **HISTORY AND BACKGROUND:**

Ritter Center's roots date back to the early 1970s, when a federally mandated Families and Children Committee was commissioned by the Marin County Welfare Department to determine the needs of low-income people and to then implement supportive services. These services were eventually established and funded in 1976 through Community Action Marin (CAM). When "War on Poverty" funding diminished, the CAM Emergency Services Program stood to be disbanded. CAM and the Volunteer Center of Marin solicited support through the community's congregations and were instrumental in incorporating as a new nonprofit organization named the Human Concern Center of Marin in 1980. The organization changed its name to Ritter House in 1996, then to Ritter Center in April 2003. Initially, Ritter Center's precursors solely provided safety net services such as clothing, food and showers, laundry and restroom facilities. In the mid-1990s, our organization began providing medical care and case management service and in 2010, Ritter Center began providing behavioral health counseling and permanent supportive housing. Then in 2013, Ritter Center became a Federally Qualified Health Center (FQHC) grantee serving as a Health Care for the Homeless site. In late 2015, Ritter Center launched an intensive outpatient substance use treatment program at two emergency shelters operated by Homeward Bound of Marin. In late 2017, Ritter Center, in collaboration with St. Vincent de Paul and the Marin Housing Authority launched the County of Marin's Whole Person Care pilot program with the goal of creating an evidence-based and outcomes-focused coordinated system of care across health and social sectors to more efficiently and effectively serve Marin County's most vulnerable Medi-Cal beneficiaries.

With this collaborative history and evolving from a small volunteer run grass-roots organization, Ritter Center today employs a highly experienced staff operating under the mission to prevent homelessness and improve the health and well-being of individuals and families who are homeless or low-income by providing a range of culturally sensitive, easily accessible, high quality medical and social services. Ritter Center operationalizes this mission by providing a multitude of integrated multidisciplinary clinical and social services to help Marin's most vulnerable residents improve their physical, mental and emotional health and, for those experiencing a housing crisis, to obtain or retain permanent housing. Community participation and collaboration has always been a common thread throughout Ritter Center's history and has helped shape our programs, purpose and vision.