

March 5, 2018 – May 25, 2018

Jump Start is a full-time (40 hours/week) 12 week program that provides education and training on the principles of psychosocial rehabilitation and recovery. **The purpose of the training is to prepare and assist graduates in obtaining entry-level employment in the field of public mental health in Los Angeles County.**

The training is a combination of full days in the classroom integrated with full days in a field internship.

- **Classroom:** Monday thru Friday, 9 AM - 3 PM, weeks one and two. Mondays and Fridays, weeks three to twelve.
- **Internship:** Tuesday, Wednesday and Thursday, weeks three to twelve. Hours are based on internship agency hours (typically 9 AM - 5 PM)

A calendar with dates for classroom versus field days and the location for specific classroom days will be given upon acceptance into the program.

Eligibility for Jump Start Program

Candidates who have one or more of the following will be given preference:

- Bachelor's degree or higher in any field
- Individuals who have lived experience and/or family members with lived experience
- Individuals from un-served and/or underserved ethnic minority populations

All applicants are required to have completed *at least 24 college units (Certificates do not count in lieu of 24 units)* and demonstrate proficiency in writing and speaking in English.

To Submit an Application

You will need the following materials before you submit your application:

1. Completed application (Handwritten and incomplete applications will not be processed)
2. Current Resume (in PDF or Word format only)
3. Unofficial/Official Transcript (Unofficial transcript must have your name and degree(s) conferred on it)

Note: If you are submitting an official transcript, you may open the envelope and scan the document.

You have 2 options for submission:

1. Go to www.mhajumpstart.org/application and upload the documents.
2. Email all documents to jumpstart@mhala.org

Application deadline: January 5, 2018

Selection Process

Part I: Application

Candidates must complete the following to be considered for the program:

1. Application including the Internship Questionnaire and Essay Responses
2. Updated Resume
3. Unofficial/Official four-year College/University transcripts
(Unofficial Transcript MUST have your name and degree(s) conferred to be accepted)

Applications will be reviewed for completeness, employment goals, desire to work in the field, potential internship matching, and other factors that can contribute to your potential success in the program.

Application Deadline: January 5, 2018

Part II: Interview

Based on the results of the application review, successful applicants will be invited to interview.

PLEASE NOTE: Not all applicants will be invited to interview.

Post-Selection Process

If you are selected to become a Jump Start Fellow, you will be required to attend two pre-program meetings.

Orientation

February 6, 2018

At Orientation you will:

- Receive an overview of the program, what to expect, logistics, etc
- Complete Jump Start paperwork
- Receive the first week's reading for Jump Start
- Be provided information regarding your second orientation meeting at the field site where you will intern

ATTENDANCE AT ORIENTATION IS MANDATORY

Field Agency Visit

February 12 – March 2, 2018

You will meet/interview with your field supervisor and complete all HR paperwork as needed. Please note that the meeting/interview and HR process may take up to several hours or may require you to return to the agency on another day.

Specific dates/times will be provided during orientation

If yes, please explain	
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Are you planning on applying to grad school for the 2018 school year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are you currently participating in any educational or training programs such as certificate programs and licensing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, what is your schedule?	
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Do you currently live in LA County?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If not, what are your plans for moving?	
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How long do you intend to stay in LA County?	
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What are your immediate career/employment plans following Jump Start? Please be as specific as possible.
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What preparations do you have in place (financially, childcare, housing, self care) to complete a twelve week, full time (40 hours/week, 8 hours/day), intensive training?
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Are there any days/hours you will <u>not</u> be able to attend Jump Start?
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II. Education Training

List all education/training, beginning with the most recent.

Name and Address of Institution	Degree/Certificate	Field of Study	Date(s)

III. Employment/ Volunteer Experience

List all prior jobs, beginning with the most recent.

Agency	Job Title	City and State	Dates	Volunteer or paid

IV. References

List two professional or academic references

Name	Phone number	Relationship

In what computer programs are you proficient? Examples: Word, Excel, Email & Outlook	
Do you have access to a computer with online capabilities and a printer?	

Internship Questions

Most of the agencies we work with run background checks. **Please note that your acceptance into the Jump Start program is not contingent on your criminal background history. However, if you are accepted into the Jump Start program, your criminal background history will be used to determine your internship placement.**

Have you <u>EVER</u> been arrested, convicted or charged of a crime (felony or misdemeanor)? Please include expungements.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Note: AN AFFIRMATIVE RESPONSE TO THIS QUESTION WILL NOT RESULT IN YOUR AUTOMATIC DISQUALIFICATION FOR THE JUMP START PROGRAM

If yes, please state the date of conviction, the county/state, and nature of the offense:

Do you have a California Driver's License? If another state, what state? _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a vehicle? (If "no" please disregard the remaining three questions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, do you have insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, could your car pass a vehicle inspection?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, are you willing to use your car for internship including transporting clients?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

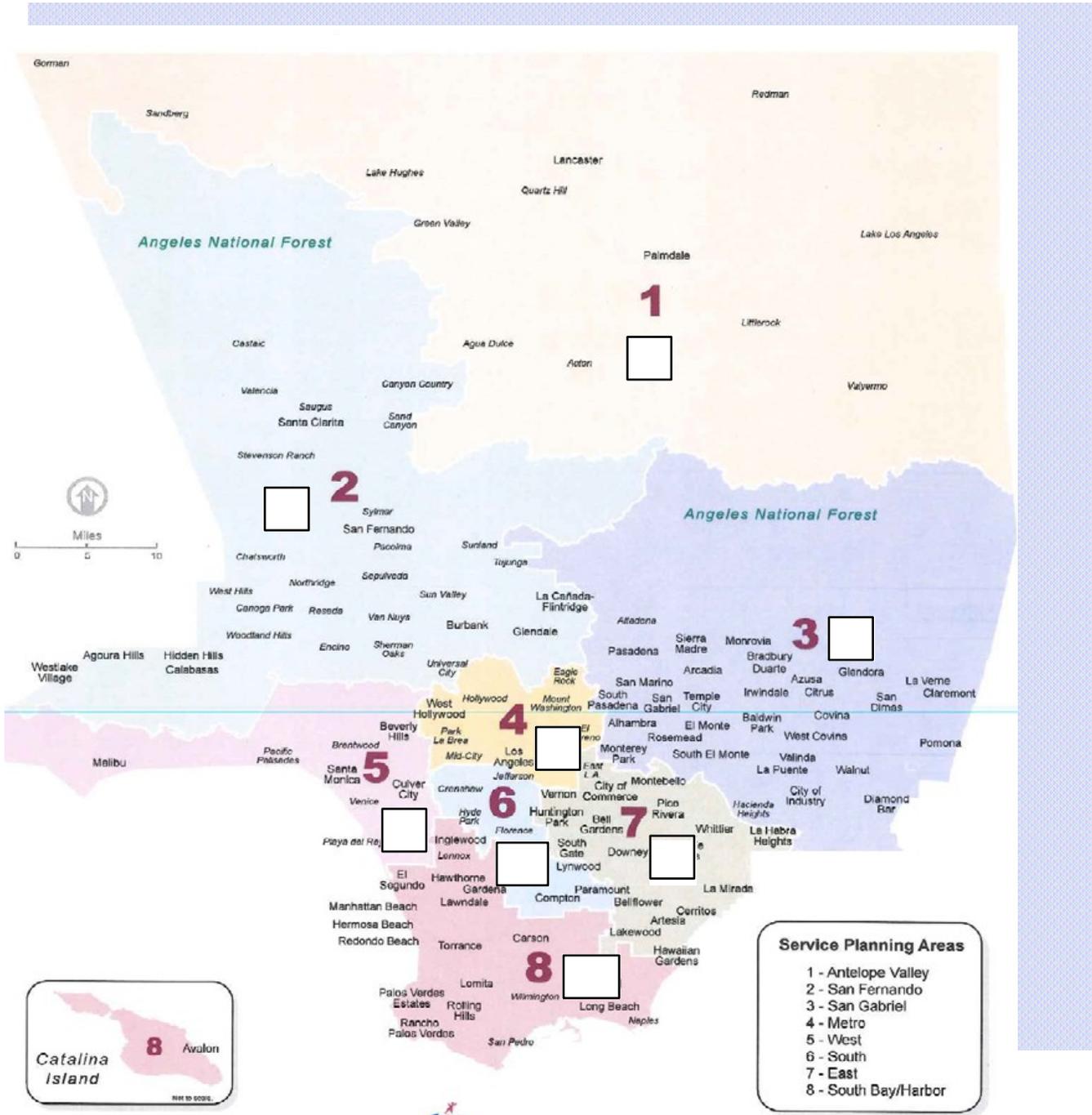
(Not having a CA Driver's License and/or vehicle does not disqualify you from Jump Start, but it may be a barrier in obtaining employment in the mental health field.)

Do you have any moving violations on your driving record?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide date, type, and current status.		

Note: AN AFFIRMATIVE RESPONSE TO THIS QUESTION WILL NOT RESULT IN YOUR AUTOMATIC DISQUALIFICATION FOR THE JUMP START PROGRAM

Internship Service Areas

Please visit www.mhajumpstart.org and research our collaborating agencies by clicking on the links to their websites. If you are accepted into the program we will match you to an internship site. Please take notes on agencies that most interest you. Los Angeles is divided into eight different service areas and we have internship sites in each. Please **place a check mark if you are willing to have an internship in this service area.** We will do our best to take this into account if you are accepted into the program and matched to an internship.



Written Essays

1. How do you know you want to do the Jump Start Program?
(250 words or less)

2. What are your immediate plans after completing the Jump Start training?
(250 words or less)

3. Describe a significant personal experience and tell us how it influenced you.
(500 words or less)

Agreement

I acknowledge the facts I have stated on this application are true and complete to the best of my knowledge. Should any of this information be found to be false, I understand that it can jeopardize my acceptance/participation in the Jump Start Program.

Print Name: **Date:**

It is the policy of Mental Health America of Los Angeles to provide equal internship opportunity to all qualified applicants without regard to race, color, religion, ancestry, national origin, sex, age, marital status, sexual orientation, veteran's status or presence of disability.

Voluntary Disclosure of Self-Identification

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While it is your choice to provide us with the following information, it is important that we are successful in our efforts to reach out to a diverse constituency. We appreciate you providing us with the following demographic information to help gauge the success of these efforts.

Gender: _____ Please indicate the gender with which you identify

Ethnicity

(Select all that apply)

- Caucasian/White
- African American
- Asian/Pacific Islander
- Latino Hispanic
- Other

Education

- Highest Level Completed
- BA/BS
- 24 College Credits
- Other

Languages you speak other than English

(Select all that apply)

- Spanish
- Vietnamese
- Cantonese
- Mandarin
- Other Chinese
- Armenian
- Russian
- Tagalog
- Korean
- Cambodian
- Hmong
- Arabic
- Farsi
- Other

Which of the following best describes you

(Check all that apply)

- Person recovering from a mental illness (Consumer)
- Parent/caregiver of an individual with a mental illness
- Family member of an individual with a mental illness
- None of the above