

# Work Well Job Seeker Toolkit



## What is the Right Job for You?

Congratulations on taking the first step in seeking work! On your journey to a job, one important area to focus on is to understand your interests and strengths. Most everyone hopes to find a job that they are good at and that they can enjoy doing for a long time. Many might call this a “dream job.” This first step involves identifying your skills, strengths and interests, including:

- ✓ Skills learned through past experience and education (also called knowledge-based skills)
- ✓ Skills you bring with you to any job (transferable or portable skills)
- ✓ Personal traits, the characteristics that make you who you are



## Identify Strengths

Everyone brings their own unique strengths to the workplace and it is important to recognize and highlight your unique value for an employer. In fact, when surveying employers they overwhelmingly reported that employees with disabilities were viewed as dedicated, reliable and providing a positive contribution to the workplace.



## Employment Specialists and How They Can Help Me

Employment specialists work closely with people looking for support in successfully finding a job. An employment specialist’s expertise is to work collaboratively to identify your strengths and interests, and then match them with employers looking to hire. Working with an employment specialist will provide you with support throughout the job search process as well as beginning and maintaining a job. To connect with an employment specialist, contact Alex Heyer at (619) 228-2902 or [alexheyer@workforce.org](mailto:alexheyer@workforce.org).



## Flexibility

There are a range of options and opportunities in identifying what job is a good fit for you, including seeking out internships/work experience placements in order to try out a position or a company on a time limited basis. It is important to include the type of flexibility that would best suit you in exploring which job options you are most interested in.

## Top Qualities that Employers are Looking For

Employers consistently rank the following factors as the most important when looking for their next new employee. Understanding these qualities and then identifying and describing which ones are your strengths is powerful information to share with potential employers:

- Strong work ethic: Demonstrating that you like to work
- Dependable: Consistently following through
- Positive attitude: Being Resilient and Creating a good environment
- Self-motivated: Working effectively and taking initiative
- Team-oriented: Making the most out of collaboration
- Effective communicator: Understanding the benefits of clarity
- Flexible: Adapting in a meaningful way
- Detail-oriented: Pay attention to the details and follow up

## Success!

Scott, 53, had hit bottom. After more than 20 years, the voices in his head took over his life. His untreated mental illness had cost him several jobs and two marriages and it almost ended his life. He was jobless and hopeless. Then Waters walked into **Exodus Recovery**, a mental health assessment center and his life took a 180-degree turn. After being assessed, they referred him to the **North Coastal Mental Health Center**.

Waters also needed a support group and found the **Mariposa Clubhouse**, one of 14 mental health clubhouses funded by the County. “For the first time, I was in an environment where people were talking about recovery,”

Waters said. “At the clubhouse, I met people who understood.” This gave him the confidence to start working again. Waters got a part-time job as a peer specialist and “everything started moving in a positive direction. I gained a leap of confidence that I did not have since my 20s when everything was a struggle.”

Waters is now a full-time case manager and feels that he has fully regained control of his life.



## Additional Resources for Job Seekers

The following additional resources are available for further information:

- Essential Skills for Success in Today's Workplace
- BHS Employment Services in San Diego/Inventory of Employment Programs
  - o Supported Employment
  - o Social Enterprise
- Balancing Work and Benefits
- Applying for Jobs and Preparing for the Interview
- Behavioral Health Peer Employment Training

## Community Resources

The following groups provide expert information and support to employers and job seekers, and are key resources in linking with people looking for work:

- Work Well Committee**
- San Diego Committee on Employment of People with Disabilities and the Disability Training Committee**
- Job Accommodations Network**
- San Diego Society Human Resource Management**
- Department of Rehabilitation**

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For more information on the Work Well Initiative, contact Alex Heyer at (619) 228-2902 or [alexheyer@workforce.org](mailto:alexheyer@workforce.org).