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Job details

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Bulletin Number	3483BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Mental Health
Position Title	TRAINING COORDINATOR, MENTAL HEALTH
Exam Number	218658
Filing Type	Standard
Filing Start Date	04/25/2012
Filing End Date	05/08/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	5385.74
Salary Maximum	7063.10
Position/Program Information	Coordinates and develops programs to meet the training needs of the staff within the Department of Mental Health.
Essential Job Functions	<p>Determines training needs in mental health services, consultation, evaluation and research, and electronic data processing through investigation, consultation, and evaluation of requests.</p> <p>Plans, develops, and implements training programs in community mental health techniques, including crisis intervention techniques, for departmental, inter-departmental, and contract agencies' staff.</p> <p>Prepares or secures training materials such as manuals, charts, educational materials, pamphlets, or other visual aids.</p> <p>Observes and evaluates the effectiveness of trainers and analyzes training results, recommending revisions where appropriate to increase the effectiveness of departmental training programs.</p> <p>Coordinates mental health training programs for psychiatric residents and trainees in psychiatric social work and public health nursing with the education programs of local colleges and universities.</p> <p>Maintains records and reports of training program activities, employee participations, attendance, and related matters.</p>
Requirements	MINIMUM REQUIREMENTS: A Master's degree from an accredited* college or university with specialization in the Behavioral Sciences, Psychiatric Nursing, Psychiatric Social Work, Rehabilitation Counseling, Public Administration, Public Health, or a closely-related field -AND- either (1) two years of experience teaching, developing, or coordinating training programs or (2) two years of experience in a community mental program providing direct therapeutic services or mental health consultation. A Ph.D. from an accredited* college or university with specialization in one of the above fields will be accepted for one year of the required experience.
License(s)	A valid California Class C Driver License or the ability to utilize an

Required	alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing.
Accreditation Information	Accreditation: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).
Examination Content	This examination will consist of an evaluation of training and experience based upon application information weighted 100%. Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible list.
Vacancy Information	The resulting Eligible List for this examination will be used to fill vacancies in the Department of Mental Health
Eligibility Information	The names of candidates receiving a passing grade on the examination will be added to the eligible list and will appear in the order of their score group for a period of twelve (12) months following the date of eligibility.
Available Shift	Any
Application and Filing Information	All applicants are required to submit a Standard County of Los Angeles Employment Application online only. Resumes cannot be accepted in lieu of applications, although resumes may be uploaded as attachments to the applications. This examination will remain open until the need of the services are met, and is subject to closure without prior notice. You MUST complete the filing process ONLINE (via electronic submission) ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED. Instructions for Filing: A standard County of Los Angeles Employment Application for this examination must be completed online and submitted electronically. Applications electronically received after 5:00 pm, PST on the last day of filing will not be accepted. APPLICANTS MUST COMPLETE AND SUBMIT THEIR JOB APPLICATIONS AND UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (e.g.,diploma/official transcripts) AS ATTACHMENT(S) AT THE TIME OF FILING. Additional documents may also be faxed to (213) 637-5892. To apply online, click on the link above or below this bulletin that reads, Apply to Job. The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Please be sure your application indicates complete information, including dates

for education and jobs held which relate to this position. For each job held, give the name and addresses of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part-time) and salary earned. Resumes showing training and experience may be attached to the Los Angeles County Application. All information and records are subject to verification. Falsification of records can result in disqualification from the examination or termination of employment.

SOCIAL SECURITY NUMBER: All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application on-line using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Richard Aaron
Department Contact Phone	(213) 738-4125
Department Contact Email	raaron@dmh.lacounty.gov
ADA Coordinator Phone	(213) 738-2850
Teletype Phone	(800) 800-4099

California Relay Services Phone (800) 800-4099

Job Field Human Resources

Job Type Professional

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