

JOB OPPORTUNITES – SEPTEMBER 27

- **CAL WORKS Medical Case Worker I/II**
 - **Secretary III Housing**
- **Senior Accounting Systems Technician**
- **Child Psychiatrist TIES for Families**

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE HOUSING, EMPLOYMENT AND EDUCATION
RESOURCE DEVELOPMENT**

**VACANCY ANNOUNCEMENT
THIS IS NOT AN OFFICIAL EXAMINATION**

SECRETARY III

The Countywide Housing, Employment and Education Resource Development (CHEERD) division has an opening for a Secretary III to provide secretarial support for the Program Manager who oversees the Temporary Shelter Program, Employment and Education and Innovation Integrated Mobile Health Team units.

ESSENTIAL DUTIES:

- Answer the phone and provide resources and linkage to callers that do not require the attention of the Program Manager
- Provide back-up phone secretarial coverage for other CHEERD managers as needed
- File, fax and scan documents
- Schedule appointments/meetings and reserve conference rooms
- Prepare and send "Save the Date" notifications and meeting agendas
- Prepare sign-in sheets and materials for meetings and facilitate attendees signing-in
- Take meeting minutes
- Arrange for the use of a County vehicle
- Compile and maintain various internal contract provider directory logs
- Inventory office supplies and order supplies as needed
- Prepare and process documents for new employees including computer and building access forms
- Maintain the staff work schedule list and emergency information tree

DESIRABLE QUALIFICATIONS:

- Excellent interpersonal skills
- Extensive computer knowledge and skills with Word, Outlook and Excel
- Strong organizational skills and attention to detail
- Ability to prioritize and to adjust priorities as needed
- Flexibility and the willingness to alter planned work flow as needed
- Ability to multi-task throughout the day and to work with interruptions
- Effective communication skills, both verbal and written
- Ability to work as a member of an interdisciplinary team and to collaborate with other DMH staff
- Commitment to improving the quality of work processes

Interested individuals who currently hold this title are encouraged to mail or FAX their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

**Lise Ruiz, LCSW
Program Manager
Countywide Housing, Employment and Education Resource Development
695 S. Vermont Ave. 10th Floor
Los Angeles, CA 90005
FAX: (213) 637-2336**

AN EQUAL OPPORTUNITY EMPLOYER

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH
Long Beach Child and Adolescent Program
CalWORKs Unit
TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

Medical Case Worker I/II

The Long Beach Child and Adolescent Program CalWORKs unit is an outpatient program in service area 8 which is located in Long Beach. A position is now open for a Bilingual Spanish-speaking Medical Case Worker I/II. The program provides evaluations, case management, individual psychotherapy, and skills groups for adults with mental health problems.

EXAMPLES OF DUTIES:

- Function as a member of a multidisciplinary assessment and treatment team
- Assist with intakes for new clients
- Lead/Co-lead adult Life-Skills and Anger Management groups
- Work collaboratively with GAIN/DPSS (GSW) program representatives
- Attend quarterly and monthly CalWORKs providers meetings
- Attend staff meetings and academic presentations
- Provide linkage to educational, vocational, and other community resources and agencies
- Assist client with Supported Employment

DESIRABLE QUALIFICATIONS:

- Clinical background with adults
- 1 year case management experience
- Must have bilingual skills in Spanish

Interested individuals holding title to the above position should **fax or email** their resume and last Performance Evaluation on or before **October 31, 2012 to:**

Heather Jensen, Ph.D., Program Head
Long Beach Child and Adolescent Program
240 E. 20th St.
Long Beach, CA 90806
Phone: (562) 599-9271
FAX: (562) 218-4076
EMAIL: hjensen@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER

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Job details

Job 1 of 1

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Interested candidates should submit a cover letter, with employee number, resume detailing relevant experience and education, copies of their last two (2) performance evaluations and their master time sheets for the last two (2) years by email to:

Francisco J. Martinez
Financial Services Bureau
550 S. Vermont Ave., 11th Floor, Los Angeles, CA 90020
Email: fmartinez@dmh.lacounty.gov
Phone: 213-351-7295

Requirements Interested individuals must currently hold the payroll title of **Senior Accounting Systems Technician** .**Desirable Qualifications**

- Experience with contract administration and monitoring, and budget preparation.
- Experience researching Federal, State and local laws and regulations.
- Excellent analytical, oral, and written skills.
- Strong organizational skills, flexibility and the ability to prioritize multiple tasks.
- Proficiency with Microsoft Word, Excel, Access and Visio.
- Bachelor's degree with specialization in Accounting.

Duties

- Supervises a section composed of professional accounting and staff capacity that are engaged in operating a moderate or large scale accounting system.
- Performs a variety of the difficult systems, or cost accounting, budgetary assignments including compiling the County's preliminary budget or final budget for various programs.
- Supervises and develops annual financial performance analysis for the expenditure of funds by programs, monitors performance against the program budget and prepares summaries of financial activities to keep units informed of financial condition.
- Supervises the study, evaluation, development and implementation of accounting control and reporting systems to be incorporated in electronic data processing systems.
- Recommends and coordinates the implementation of policy and procedure relating to accounting control, fiscal record keeping

methods, and audit trails; monitors the activities of organizations responsible for implementing these policies and procedures to ensure compliance.

- Meets and communicates with program analysts to resolve issues and/or concerns.
- Discusses accounting systems studies and findings with departmental personnel.
- Develops financial controls to be incorporated in the administration of welfare programs.
- Performs other miscellaneous duties related to accounting, budgeting, financial reporting, and accounting information systems as required.

Vacancy Information

The Department of Mental Health, Budget & Financial Reporting Division is seeking a highly qualified, skillful and creative individual with a broad range of experience in the operation of a moderate to large scale complex division of the Financial Services Bureau through senior financial supervisors functioning at a responsible level, and in the work of a group of various related financial activities, and having major substantive financial or budgetary responsibility in a service department or institution having an annual budget of over \$100,000,000.

Senior Accounting Systems Technician is responsible for complex financial, budgetary, statistical, procedural, legislative organizational, and other management analyzes in the Department of Mental Health as part of the Budget & Financial Reporting Division in the Financial Services Bureau.

A 9/80 work schedule is available for this position.

Available Shift Day
Contact Name Francisco J. Martinez
Contact Phone 213-351-7295
Contact Email fmartinez@dmh.lacounty.gov
Job Field Finance and Accounting
Job Type Professional

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**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 8 ADMINISTRATION**

**VACANCY ANNOUNCEMENT
TIES for Families – South Bay
Child Psychiatrist**

TIES for Families is seeking a highly-motivated, organized and clinically-competent individual to fill the **part-time, one day a week position of child psychiatrist** to provide consultation, medication evaluation and management. Psychiatrists also provide case review and consultation to prospective adoptive families for children under consideration for adoption. TIES clinical staff provide group, individual, and family therapy to adoptive and birth families of children involved with the child welfare system or at risk of detainment. Psychiatrists are part of a multidisciplinary team that includes psychologists, social workers, and a pediatrician. TIES for Families has an infant mental health program and is part of Project ABC, a SAMHSA grant to develop a system of care for children birth to five. TIES is a training site for psychology externs, postdoctoral fellows and psychiatry fellows from Harbor-UCLA Medical Center.

TIES (Training, Intervention, Education, Service) for Families – South Bay is located in Torrance. TIES facilitates the adoption of children birth to eighteen who are in foster care when return to their birth parents is not possible. Services are offered as children are transitioned to an adoptive home to promote attachment and avoid escalation of behavior problems. Services available following placement include: (1) medical consultation, (2) educational consultation and advocacy, (3) developmental, psychological, psycho-educational, psychiatric/medication evaluations, (4) individual/family counseling, and (5) support and therapy groups for parents and for children. Evidence-based treatments are emphasized within a framework that promotes secure attachment.

ESSENTIAL JOB DUTIES:

- ✚ Medication Evaluation and management.
- ✚ Experience serving child and adolescent populations and their families.
- ✚ Excellent clinical and diagnostic skills.
- ✚ Proficient at clinical documentation, chart review and quality assurance.
- ✚ Provide culturally-competent, comprehensive psychosocial strength-based assessments of children and family needs.
- ✚ Provide culturally-competent direct service.
- ✚ Experience being part of an interdisciplinary team that includes staff in training.

DESIRABLE QUALIFICATIONS:

- ✚ Clinical experience providing mental health services to populations of children birth to five, in foster care, or who have experienced trauma, abuse, or other significant loss.
- ✚ Experience interfacing with DCFS, Department of Health Services (DHS), schools, Regional Center or other mental health agencies.
- ✚ Ability to establish collaborative working relationships with individuals at DCFS and DMH and agency clinical programs. Knowledge of services available for children within service area.
- ✚ Familiarity with child development, foster care, grief and loss issues, adoption and attachment.

- ✚ Familiarity with DMH paperwork.
- ✚ Excellent oral and written communication skills.
- ✚ Spanish language proficiency highly desirable.

Interested individuals please submit CV via e-mail **by Friday, October 12, 2012** to:

Karen Rathburn, Ph.D., Program Manager
TIES for Families
21081 Western Avenue, Suite 295
Torrance, CA 90501
Telephone: (310) 533-6600 Fax: (310) 787-9035
krathburn@dmh.lacounty.gov

You may also telephone for more information.