

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 7 ADMINISTRATION**

VACANCY ANNOUNCEMENT

Mental Health Services Coordinator I

MUST currently hold the payroll title of Mental Health Services Coordinator I in order to apply

Service Area 7 : Multidisciplinary Assessment Team (MAT) Coordinator

Service Area 7 Administration is seeking a highly-motivated, organized, and efficient individual to fill the full-time position of Mental Health Services Coordinator I on its Multidisciplinary Assessment Team (MAT). MAT is a collaborative effort between the Department of Mental Health (DMH) and Department of Children and Family Services (DCFS) designed to ensure immediate and comprehensive psychosocial and multidisciplinary assessment of child/family needs when a child enters foster care. The majority of MAT cases in Services Area 7 are in the birth to five population. The Service Area 7 MAT Program has an emphasis on early childhood mental health and linkage services. The person selected for this position will be located at the 600 Commonwealth office and a member of the Service Area 7 Administration Specialized Foster Care team. Occasional field visits to the 2 DMH Co-located offices (Santa Fe Springs and Commerce) and to providers in Service Area 7 will be an additional part of the duties for this position.

ESSENTIAL JOB DUTIES:

1. Utilize MS Excel to create forms and data files, and regularly communicate with provider agencies to gather data from fax notification forms and assessment reports in order to maintain and coordinate the various Service Area 7 MAT tracking logs.
2. Coordinate completion of monthly tracking forms by the 10 provider agencies and analyze discrepancies between an agency's monthly tracking form and the Services Area 7 MAT tracking log. This includes following up with 10 provider agencies regarding discrepancies in reports to ensure data completion for all MAT cases.
3. Utilize up to date data from the SA7 monthly tracking log to create the Monthly Case Status Report update for each of the 10 providers which specifies the total number of cases accepted and completed by each provider for the fiscal year as well as the timeliness of completing each case.
4. Utilize MS Excel, MS Word, and data collected and analyzed from Service Area 7 MAT tracking log to create weekly MAT Referral Status Report for District Chief, Program Head, and DCFS.
5. Create and provide monthly allocation reports to 10 provider agencies regarding their case completion rate and their utilization of funding. This requires gathering and graphing data in a timely manner.
6. Collaborate with DCFS MAT Coordinators, DCFS Service Linkage Specialists, and the 10 SA 7 provider agencies to create and coordinate the weekly rotation list for Service Area 7 MAT providers.
7. Utilize knowledge of Service Area 7 treatment and case management resources to assist with promptly linking high-risk children meeting medical necessity to needed treatment resources.
8. Utilize the DMH Integrated System (IS) to verify linkages have been completed for MAT cases and enter IS data into the Service Area 7 MAT tracking log.
9. Enter monthly Service Area 7 MAT Data into RTS system.

10. Create and maintain an organized filing system for final assessment reports received from 10 provider agencies.

DESIRABLE QUALIFICATIONS:

1. Excellent organizational and analytical skills to identify discrepancies in data and maintain multiple tracking systems.
2. Ability to multi-task on multiple projects that occur concurrently and ensure timely completion of tasks.
3. Excellent oral and written communication skills.
4. Ability to establish collaborative, mutually-respectful, working relationships with individuals at DCFS and DMH clinical programs, as well as with agency providers.
5. Problem solving with DCFS and DMH clinical programs to reach SA7 MAT program goals.
6. Knowledge of the birth to five population, attachment and foster care, grief and loss issues, and the potential impact of early childhood trauma on children's developmental and mental health functioning. Knowledge of children's mental health needs.
7. Familiarity with intensive mental health services that may benefit high risk clients. Awareness of potential linkage resources and the ability to quickly link young children or high risk children with available mental health services.
8. Experience with a multi-disciplinary team(s).
9. Bilingual Spanish language proficiency preferred, but not required.

Interested employees who currently hold the payroll title of Mental Health Services Coordinator I should send a resume to **Lisa Leon, LCSW** at lleon@dmh.lacounty.gov and cc her secretary, **Victoria Abdo** at vabdo@dmh.lacounty.gov by Friday, February 22nd, 2013.

**Lisa Leon, LCSW.,
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