



**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
ADULT SYSTEM OF CARE**



**TRANSFER/PROMOTIONAL OPPORTUNITY**

**RESTRICTED TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES**

**TRAINING COORDINATOR**

The Adult System of Care (ASOC) is seeking a skilled, dedicated and enthusiastic individual interested in helping form and shape the delivery system for adult consumers living in Los Angeles County; specifically being a part of the team responsible countywide for the identification, development and implementation of appropriate Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) service strategies and programs for the adult population (ages 26-59) in each of the eight Service Areas.

**ESSENTIAL JOB DUTIES:**

- Develop plans, organize, direct, and evaluate the training needs for directly operated and contracted adult PEI programs, including participation in the development of all training criteria, ensuring all criteria is in adherence with all State and Departmental policy and procedures.
- Provides guidance on the delivery and preparation of oral and written material to support eight adult, evidence-based practices (EBP), recovery models for persons receiving mental health services under adult PEI programs, as well as those providing these services, and support the implementation of Mental Health First Aid to the community, DMH employees, and legal entity providers.
- In collaboration with other Department clinical and administrative staff, identify contracted and directly operated staff training needs for PEI programs, secure all necessary training providers to ensure the identified needs are met; develop a budget and submit related documents to purchase required materials and services.
- Provide training, support, and consultation on the effectiveness of trainers; analyze results and make recommendations for increased effectiveness to PEI clinical and paraprofessional staff, contract providers, and community partners.
- Monitor PEI related trainings on the SABA/Learning Net and serve as site coordinator for all ASOC PEI trainings.

**DESIRABLE QUALIFICATIONS:**

- Clinical experience working with adult consumers and families.
- Experience in data collection and analysis and knowledge of all Microsoft applications.
- Excellent and demonstrated communication skills, both verbally and in written form.
- Excellent organizational and interpersonal skills; be self-directed, energetic, and committed.
- Ability and willingness to travel throughout Los Angeles County in the course of performing the duties of this position.

Interested individuals currently holding the title of Training Coordinator are encouraged to send a detailed resume, non-clinical writing sample, last two (2) Performance Evaluations and last two years of master time records (for County employees) **no later than 5:00 PM on Thursday, June 25, 2015 to:**

**Divina Tababa**  
**Adult System of Care**  
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