

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

**ADULT SYSTEM OF CARE BUREAU ADMINISTRATION
CalWORKs PROGRAM ADMINISTRATION**

**&
DMH-DPSS CO-LOCATED PROGRAMS**

VACANCY ANNOUNCEMENT

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO EMPLOYEES OF THE COUNTY OF LOS ANGELES**

TRANSFER OPPORTUNITY

Psychiatric Social Worker II

CalWORKs Program & General Relief Record Retrieval Project

CalWORKs Program Administration and DMH/DPSS Co-Located program seek to fill a full-time vacant position for a Psychiatric Social Worker II. The person selected for this position will be located at DMH Headquarters as part of the CalWORKs Program Administrative Unit and the General Relief (GR) Record Retrieval Project.

ESSENTIAL JOB FUNCTIONS:

- Conducts Supported Employment IPS Fidelity Reviews as a member of the CalWORKs team and writes comprehensive fidelity reports following the review.
- Conducts formal and informal site visits to CalWORKs providers within Los Angeles County, which includes facilitating the review and writing comprehensive reports
- Provides technical assistance and training to improve program and staff performance.
- Provides in-service trainings and technical assistance to CalWORKs mental health providers' staff (contracted and directly operated clinics)
- Assists in the development of CalWORKs policies and procedures and monitors CalWORKs programs' compliance.
- Investigates problems and complaints by, about, and from participants, CalWORKs providers, DPSS, other county departments, DMH staff, and the general public.
- Conducts analyses of clinical documentation and development of clinical summary reports for GR participants.
- Other duties that may be assigned by management or supervisor.

ESSENTIAL QUALIFICATIONS:

- Excellent organizational and communication skills.
- Excellent interpersonal skills.
- Strong assessment and diagnostic skills.
- Adaptable and flexible.
- Extensive knowledge of DSM diagnoses and SSI-disability criteria.

Qualified individuals holding title to the position of Psychiatric Social Worker II should fax or email their resume by August 21, 2015, to:

Johnnetta Martin, Staff Assistant I

Fax: (213) 637-0790

JMMartin@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER