Psychiatric Social Worker I/II or Mental Health Clinician I/II
Mental Health Services Act (MHSA)

The West Los Angeles Administrative Office is seeking interested candidates to provide Prevention and Early Intervention (PEI) Coordination services to agencies and clients in Service Area 5.

**ESSENTIAL JOB DUTIES:**

- Responsible for coordinating outreach, education and engagement activities relating to PEI Programs including: collaborating with community groups/organizations to build relationships; linking individuals and families to PEI and other mental health services; identifying and outreaching to underserved and unserved communities and assisting to navigate the mental health system.
- Liaison with Practice Leads/Age Group leads to support the fidelity to Evidence Based Practices (EBP) Models. Be familiar and up-to-date with the EBP Practices and Providers in SA 5.
- Collaborate with PEI Countywide Administration to support PEI Program performance. Act as a resource and support for agencies’ PEI Practices; troubleshoot and collaborate with agencies as needed.
- Participate in Technical Assistance Site Visits in order to provide support and observe/facilitate/track/be informed about PEI Program performance at the Legal Entities and Directly-Operated clinics.
- Address outcome and program challenges through collaboration with MHSA Implementation and Outcomes Division.
- Attend EBP trainings in order to enhance clinical knowledge to aid in supporting PEI Program fidelity at PEI providing agencies.
- Attend regular PEI Administration meetings in order to stay current with PEI developments and to be able to provide updates to SA 5 Administration.
- Work with the counseling centers at West LA College and Santa Monica College to triage, assess, and link students eligible for PEI services to local agencies.
- Coordinate with Service Area (SA) contract monitors and SA QA liaisons to address questions and concerns related to PEI programs.

**DESIRABLE QUALIFICATIONS:**

- Strong knowledge of mental health system and resources.
- Familiarity with accessing, leveraging and coordinating community resources.
- Knowledge of various funding sources, benefits or entitlement programs.
- Strong multi-tasking and organizational skills.
- Strong verbal and written communication skills.
- Strong computer skills including ability to utilize Microsoft Excel and various online tracking systems.
- Ability and desire to work in positive and effective team environment.

Interested applicants holding the payroll title of PSW I/II or MHC I/II should submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards by **September 2, 2015** to:

Lizette Espinoza
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