

**COUNTY OF LOS ANGELES – DEPARTMENT OF
MENTAL HEALTH
San Antonio Mental Health Center**

VACANCY ANNOUNCEMENT

Intermediate Typist Clerk



Come join San Antonio Mental Health Center Team!

San Antonio Mental Health Center is seeking a highly-motivated, organized and competent individual to fill the full-time position of Intermediate Typist Clerk.

San Antonio Mental Health Center, located in Huntington Park (SPA 7), is a small clinic that provides therapeutic services to children and CalWORKs participants. Services are offered for children from 0 – 18. Services available include: (1) psychiatric/medication evaluations, (2) individual/family counseling, and (3) support and therapy groups for parents and for children. Evidence-based treatments are emphasized within a framework that promotes secure attachment.

The ITC will assist DMH staff with program support such as data entry, filing, reception coverage, etc.

Desirable qualities include:

- Highly organized and detail oriented with record keeping & documentation

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- Ability to work collaboratively with various team members and disciplines
- Proficient at using various computer programs including Microsoft Word, Excel, Outlook, and the Integrated System (IS)
- Good Customer Service Skills
- Multitasking Skills
- Flexible

For more information, please contact:

Santty Rosales

323-584-3720

[mailto: Srosales@dmh.lacounty.gov](mailto:Srosales@dmh.lacounty.gov)

If you are interested and currently in the ITC item, please fax to (323) 277-4674, (attention to: Santty) your resume, last 2 performance evaluations, and last 2 years Master Timecard Reports. Please respond no later than January 31, 2012.