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Job details

Job 1 of 1

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Receives training and participates as a member of the health care and mental health treatment team in interviewing patients/clients, family members and friends to obtain information about home environment, family relationships, and personality traits that may have a bearing on the patient's/client's illness, treatment and recovery.

Assists the patient/client and family members with environmental difficulties precipitated by the illness, by arranging for child care services, for foster homes, or by assisting to secure homemaker or attendant care services; develops resources for providing equipment, supplies, prosthetic devices, braces, and appliances.

Keeps informed of community, mental health, and welfare resources and the variety of programs offered by each.

Participates in medical rounds and health, clinical, or mental health care team conferences, and shares social information and evaluations with other health care disciplines to develop the most effective treatment plan for the patient/client.

Participates in placing patients/clients who are suffering with mental or emotional disorders in board and care homes, intermediate care homes, residential facilities, private hospitals, VA hospitals, and rehabilitation facilities depending upon psychiatric report and personal interviews with patient/client.

Assists in the initial interview of new patients/clients at mental health clinics, learns to identify nature of problem and to make referrals to psychiatric team or outside clinics or community agencies.

Learns to counsel patients/clients in health clinics regarding family planning and related problems, and participates in making referrals where necessary for therapeutic abortions, tubal ligation and vasectomies.

	Learns to provide individual and group information counseling in mental health clinics or specialized mental health treatment programs for patients/clients regarding problems of independent living.
Requirements	<u>Minimum Requirements:</u>
	A Bachelor's degree from an accredited* college or university.
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Desirable Qualifications	Bachelor's degree or higher from an accredited* college with specialization in Psychology, Social Work, Sociology, Nursing, Public Health, Health Administration, or Human Services.
	Demonstrated post Bachelor's degree experience interviewing clients, individuals, and families to collect data to determine what services are needed.
	Demonstrated post Bachelor's degree experience in collaborating with a multidisciplinary team of mental health professionals**.
	Demonstrated post Bachelor's degree experience collaborating with healthcare providers and/or community agencies.
	Demonstrated post Bachelor's degree experience researching, compiling information and preparing reports.
Special Requirement Information	** Collaborating with a multidisciplinary team of mental health professionals means members of different disciplines such as psychiatrists, psychologists, nurses, social workers, and paraprofessionals all come together and provide and share information on a specific client.
	Transcripts: In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, or Masters degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization, or official certificates with your application at the time of filing.
Accreditation Information	*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).
Examination Content	This examination will consist of an evaluation of education and experience, based upon application information and Supplemental Application Form, weighed 100%.
	Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.

Special Information	Past and present mental health clients and family members are encouraged to apply.
Vacancy Information	The resulting eligible register for this examination will be used to fill vacancies in the Department of Mental Health, Los Angeles County.
Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.
Available Shift	Retake: No person may complete for this examination more than once every twelve (12) months. Any
Job Opportunity Information	<p>Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.</p> <p>Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.</p> <p>Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.</p> <p>Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.</p> <p>This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service</p>

Application and Filing Information

are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

APPLICATIONS MUST BE FILED ON-LINE ONLY . APPLICATIONS SUBMITTED BY U.S.MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

Fill out your application and **SUPPLEMENTAL APPLICATION FORM** completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification. We may reject your application at any time during the selection process.

Without prior notice, we may close this examination at any time.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the link above or below this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email.

Click the link below for the **SUPPLEMENTAL APPLICATION FORM:**

http://file.lacounty.gov/dhr/ehr/cms1_180083.doc

We must receive your application and Supplemental Application Form by 5:00 pm, PST, on the last day of filing.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION .

Computer and internet access at libraries:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

No sharing User ID and Password: All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Applicants must complete and submit their applications, upload required documents (e.g. **Supplemental Application Form** , Resume, **Diploma** , and/or additional examination related documents, etc.,) as attachment(s) at the time of filing.

Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 or email to fman@dmh.lacounty.gov within five (5) business days of on-line filing. Please include examination number and examination title.

County of Los Angeles Information

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual

orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Department Contact Name Francis Man
Department Contact Phone (213) 637-0793
Department Contact Email fman@dmh.lacounty.gov
ADA Coordinator Phone (213) 738-2823
Teletype Phone (800) 735-2922
California Relay Services Phone (800) 735-2922
Job Field Health Other
Job Type All Others

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