

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
EDELMAN WESTSIDE MENTAL HEALTH PROGRAM**

PROMOTIONAL OPPORTUNITY



Restricted to Department of Mental Health (DMH) Employees

FSP Medical Case Worker I (Spanish Speaking)

The Edelman Mental Health Clinic's FSP Program is seeking an enthusiastic, motivated individual to fill the position of Medical Case Worker I. Candidates with knowledge of Persian culture and community, well organized, able to work independently, Spanish Speaking, and skilled in utilizing community resources are encouraged to apply.

EXAMPLE OF DUTIES:

- Carries a caseload of 15+ high utilizing clients (some mono-lingual Spanish speaking).
- Meets with clients weekly, usually in the community (some with strong ties to the Persian community).
- Take emergency after-hours calls on a rotating basis.
- Assist clients with resources:
 - assist clients to obtain stable housing
 - assist clients to obtain financial and healthcare benefits
 - link clients to community resources such as healthcare facilities, food banks, etc
 - accompany clients to appointments as needed
- Maintain up-to-date records on clients.
- Work with a multidisciplinary team to coordinate client care.
- Demonstrate ability to adapt to changing situations.
- Other duties as assigned by Program Head or administrative team.

DESIRABLE QUALIFICATIONS:

- Strong verbal and written communication skills in both English and Spanish.
- Knowledge and experience of Persian culture and community; Farsi-speaking a plus but not required.
- Ability to work independently in the community.
- Comfortable working with severe and persistent mentally ill individuals who may also have a co-occurring disorder.
- Detail oriented with paperwork and documentation
- Knowledge of care plans, housing paperwork, benefits applications, etc.
- Adaptable and flexible to meet client and team needs.
- Ability to multi-task and prioritize multiple assignments.
- Ability to complete assignments in a timely manner.
- Familiarity with the Westside community of Los Angeles
- Ability to represent the Department well and communicate effectively with community providers.
- Computer skills for working with MS Office, i.e., Word, Excel and Outlook.
- Current drivers' license and clean driving record.

Interested applicants who are currently on the Medical Case Worker I list may submit their resume, letter of interest, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Friday, February 22th, 2013 to:**

**Nilsa Gallardo, Psy.D.
MH Clinical Program Head
Edelman Westside Mental Health Clinic
(310) 966-6500**

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