

Job posting preview

Close

Supplemental All applicants for this job announcement are required to complete and the attached Supplemental Application Information Form to their standard employment application.

[Click to view Supplemental Application Information](#)

Bulletin Number 51724BR

Type of Recruitment Open Competitive Job Opportunity

Department Mental Health

Position Title MEDICAL CASE WORKER I

Exam Number 2-9001-Q

Filing Type Standard

Filing Start Date 03/16/2015

Filing End Date 03/18/2015

Filing End Time 5:00 pm PST

Salary Type Monthly

Salary Minimum 3362.46

Salary Maximum 3547.10

Benefits Information **Represented Employees**
 • Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched Deferred Compensation & Thrift Plans • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules

General Information

Position/Program Information

FILING WILL BEGIN AT 8 A.M. ON MARCH 16, 2015 AND WILL BE SUSPENDED AT 5 P.M. ON MARCH 18, 2015 OR AFTER THE FIRST 200 APPLICATIONS ARE RECEIVED, WHICHEVER OCCURS FIRST.

Under close direction of the professional staff, functions as a member of a multidisciplinary medical or psychiatric team, providing services to patients and clients in hospitals, clinics, rehabilitation, residential, or health care facilities. This is the entry-level class in the Medical Case Work group. Incumbents in these positions work under the close supervision of a higher-level clinical supervisor. Positions in this class receive training in interviewing, counseling, and assisting patients/clients with social problems which may have a bearing on the patient's/client's illness, treatment, and recovery. Incumbents promote to Medical Case Worker II after successful completion of one year of training in this classification.

Essential Job Functions 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

MINIMUM REQUIREMENTS:

A Bachelor's degree from an accredited* college or university.

Applicants must complete and submit a mandatory Supplemental Questionnaire as an integral part of their application. The link to the Supplemental Questionnaire Form is located above in the Supplemental Section.

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	<p>** 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.</p> <p>Transcripts: In order to receive credit for any college course work, or any type of college degree, such as a Bachelor a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization at the time of filing or within 15 calendar days of filing.</p>
Accreditation Information	<p>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).</p>
Examination Content	<p>This examination will consist of an evaluation of education and experience, based upon application information and the Supplemental Application Form, weighted 100%.</p> <p>Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible list.</p>
Special Information	<p>Past and present mental health clients and family members are encouraged to apply.</p>
Vacancy Information	<p>The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health, Los Angeles County.</p>
Eligibility Information	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.</p>
Application and Filing Information	<p>ONLINE FILING ONLY</p> <p>All applicants are required to submit a Standard County of Los Angeles Employment Application online only.</p> <p>Resumes cannot be accepted in lieu of applications, although resumes may be uploaded as attachments to the applications.</p> <p>You MUST complete the filing process ONLINE (via electronic submission) ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.</p> <p>Instructions for Filing: A standard County of Los Angeles Employment Application for this examination must be completed online and submitted electronically. Applications electronically received after 5:00 pm, PST on the last day of filing will not be accepted.</p> <p>APPLICANTS MUST COMPLETE AND SUBMIT THEIR JOB APPLICATIONS AND UPLOAD REQUIRED OR</p>

ADDITIONAL DOCUMENTS (e.g., diploma/official transcripts) AS ATTACHMENT(S) AT THE TIME OF FILING OR WITHIN 15 CALENDAR DAYS OF FILING.

Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 or email them to hshannon@dmh.lacounty.gov within fifteen (15) days of filing. Please include your complete name, exam number and exam title.

To apply online, click on the tab above or below this bulletin that reads, Apply to Job.

The acceptance of your application will depend on whether you have clearly shown that you meet the Requirements. Your online application must show complete education and experience information. Education must include name and location of school, major or area of study, title of degree attained, dates attended, and year of graduation. Work experience should include employer name and address, job title, month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of your job duties. Resumes and online applications must show actual payroll titles held and not the working and/or functional titles. The Supplemental Application Form must be completed in its entirety and signed and dated.

Applications may be rejected at any stage during the selection process. All information supplied by applicants is subject to verification.

SOCIAL SECURITY NUMBER: All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC 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 OF USER ID AND PASSWORD: All applicants must file their application on-line 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.

County of Los
Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

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.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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ADA Coordinator Phone	213-972-7034
Teletype Phone	800-735-2922
California Relay Services Phone	800-735-2922
Job Field	Social Services Health Other
Job Type	Paraprofessional