



COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 23-2010

Posting Date: July 28, 2010

JOB TITLE	<u>COMMUNITY WORKER</u>
EXAM NUMBER	28103N
FILING DATES	July 29, 2010 - August 18, 2010
SALARY	\$2,257.45 - \$3,289.09 MONTHLY
POSITION INFORMATION	Positions allocable to this class work under the close direction of professional staff responsible for providing social or health services to clients or patients. Positions are responsible for assisting social or health service professionals by performing clerical, nursing attendant, homemaker and other such sub-professional services. Incumbents must have a knowledge of the social or health service programs in which they are participating, and an understanding of the problems of the community group being served.
ESSENTIAL JOB FUNCTIONS	<p>Facilitates communication between the agency and the community by clarifying agency policies and programs to clients, patients and community residents and conveying community cultural patterns and attitudes to agency professional staff; acts as interpreter.</p> <p>Receives service referrals from social workers and eligibility workers to assist welfare recipients in a variety of ways such as food stamps.</p> <p>Provides emergency services to clients by referring them to appropriate supportive agencies and providing emergency shelter.</p> <p>Contacts owners of homes, apartments and motels to determine if they will sell or rent to welfare recipients and attempts to dispel negative attitudes.</p> <p>Takes medical histories and assists patients in filling out forms.</p> <p>Informs pregnant teenagers and their families of available medical services, adoption agencies, and prenatal care; provides instruction to women in the various methods of birth control.</p> <p>Provides services to chronically ill children and their families and refers them to various doctors or clinics.</p>

Department of Mental Health: Address: 550 S. Vermont Ave., Room 901, Los Angeles, CA 90020
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 735-2922

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

<p>MINIMUM REQUIREMENTS</p>	<p>Six months' experience working with the public or interacting with community groups involving the performance of such duties as interpreting for non-English speaking residents, interviewing clients or patients concerning health or social service matters, and answering questions and providing information about health and social services to clients or patients.</p> <p>Physical Class: 2 - 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.</p>
<p>SPECIAL INFORMATION</p>	<p>Shift: Any Shift Appointees may be required to work any shift, including evenings, nights, weekends or holidays.</p> <p>Past and present mental health clients and family members are encouraged to apply.</p>
<p>VACANCY INFORMATION</p>	<p>The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health.</p>
<p>EXAMINATION CONTENT</p>	<p>This examination will consist of an evaluation of experience based on application information 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>
<p>ELIGIBILITY INFORMATION</p>	<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 six (6) months following the date of promulgation.</p> <p style="text-align: center;">*** IMPORTANT INFORMATION ***</p>
<p>APPLICATION INFORMATION</p>	<p><u>HOW TO APPLY</u></p> <p>All applicants are required to submit a standard County of Los Angeles Employment Application. You have the option of filing your application either online (via electronic submission) -OR- by hard copy submission. Please select only one method to file your application.</p> <p>Instructions for Filing Online: A standard County of Los Angeles Employment Application for this examination may be completed online and submitted electronically beginning July 29, 2010 through August 18, 2010. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted.</p> <p>To apply online, click on the link below on or after July 29, 2010.</p> <p>https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=1613BR</p> <p>Candidates who apply online must upload any required documents as attachments during application submission or fax the documents to (213) 637-4585 within five (5) business days of filing online. Please include your Name, Exam Number and the Exam Title on the faxed documents.</p> <p>Instructions for Hard Copy Submission: A standard County of Los Angeles Employment Application for this position will be accepted on business days only between 8:00 a.m., and 5:00 p.m., beginning July 29, 2010 through August 18, 2010. The standard County of Los Angeles Employment Application is available at the filing location below or may be downloaded from the Department of Human Resources website at:</p>

<http://easier.co.la.ca.us/JobsInfo/empapp.pdf>

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Mental Health
Human Resources - Recruitment Unit
550 South Vermont Avenue, 9th Floor - Room 901
Los Angeles, CA 90020
(213) 738-2823

**DISABILITY
ACCOMMODATIONS**

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 coordinator at (213) 738-2823.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2823. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

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.

**CHILD SUPPORT
COMPLIANCE**

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.

**VETERAN'S
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.

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

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Separation from Active Duty, or other official documents issued by the branch of service 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 as it is provided.

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.

**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.**

**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.