



City of Culver City

Mental Health Specialist

SALARY \$8,572.29 - \$10,463.37 Monthly
\$102,867.44 - \$125,560.45 Annually

LOCATION 9770 Culver Blvd, Culver City
CA 90232, CA

JOB TYPE Full-Time

JOB NUMBER

DEPARTMENT Housing & Human Services

DIVISION Housing

OPENING DATE TBD

CLOSING DATE TBD

THE CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 800+ employees with an overall operating budget of over \$368 million. The City provides a full range of municipal services including its own Fire, Police, Housing & Human Services, Public Works, Parks, Recreation, and Community Services, Planning & Development, and Transportation services. We offer a comprehensive benefits package to eligible employees. To learn more, please refer to the [Culver City Employee Association MOU \(Download PDF reader\)](#) and the City's [Benefits Overview Guide](#)

THE POSITION

This position assists in the development and implementation of treatment plans including leading activity groups and providing rehabilitation and supportive counseling. Provides mental health and substance use counseling for individuals who are experiencing a mental health emergency or substance use.

1. Develops and maintains community networks and educational programs.
2. Provides social services such as patient advocacy and placement for both prospective and current clients.
3. Interviews and screens prospective clients. Determines need and facilitates patient referrals to professional staff members.
4. Assists individuals or groups to recognize and correct home, family or community conditions contributing to mental health or drug/alcohol problems.
5. Helps clients obtain solutions to problems of employment, housing and education where these problems are disruptive to patient's mental health; makes full use of community resources to help with patient rehabilitation.

6. Establishes lines of communication between the Department of Mental Health, law enforcement and the community. Explains mental health programs to residents, and under supervision develops and implements projects designed to rehabilitate individuals who are experiencing a mental health emergency or substance use.
7. Works with licensed professional staff in formulating and conducting mental health education programs for the general community.
8. Assists community organizers or groups in recognizing and evaluating community conditions which contribute to mental health problems and stimulate community interest in correcting these conditions.
9. Acts as an advocate for a patient that is unable to represent himself.
10. Assists licensed professional staff in assessments and treatment planning. May plan and implement specific aspects under supervision.
11. Provides input and assists in the preparation of monitoring reports and correspondence pertaining to a client.
12. Performs a daily safety check and routine servicing of assigned vehicles. Identifies maintenance or repair needs of assigned vehicle and reports these needs to a supervisor.
13. Transports clients in a van to various locations in a safe manner and in accordance with the California Vehicle Code, observing all safety and traffic regulations.
14. Performs other duties as assigned.

Minimum Requirements – Education and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a bachelor's degree in psychology, social work, counseling, or related behavioral health field is required and three (3) years of experience providing mental health or related services which included interviewing and referring clients and performing crisis intervention. A master's degree is desirable.

Licenses and Certificates:

- Possession of a valid California Class C driver's license

EXAMINATION PROCEDURES

Applicants must receive a passing score on all examination components for placement on the eligible list.

- **Oral Appraisal Interview (weighted at 100%):** Evaluates education, training, and personal qualifications. (Tentatively scheduled for the week of TBD).

The selection process will include the following to determine suitability for the position:

Selection Interview with the Housing & Human Services Department Background and Reference check, including Live Scan fingerprinting, Medical Examination; candidates must pass a pre-placement medical examination, which will include a drug screen. A positive pre-placement drug test, refusal or failure to test may result in rejection of the candidate.

ADDITIONAL INFORMATION

The provisions of this job posting do not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice. Continuation in the examination process and subsequent determination of eligibility of a person convicted of a crime depends upon the nature of the

conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration

Equal Employment Opportunity

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

- **Background/ Reference Check:** Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.
- **Pre-placement medical evaluation** including drug screen.
- **E-Verify:** Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days

