

Date Posted: 01/12/12

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title:	Mental Health Employment Placement Specialist
Employer/Agency:	Contra Costa County
Job Description:	<p>The Contra Costa County Health Services Department, Mental Health Division, is recruiting qualified individuals to fill two (2) Mental Health Employment Placement Specialist positions, one (1) located in Concord and one (1) in Pittsburg, CA.</p> <p>Mental Health Employment Placement Specialists are responsible for providing a variety of job development, placement and support services for mentally disables, alcohol and other drug, and dually diagnosed clients. Duties included: Making and maintain contact with employers; identifying and securing job opportunities that match the training and vocational goals of clients and matches job requirements with clients' skills; participating in outreach and recruitment activities by attending job fairs, developing brochures and providing other informational services; discussing job goals and work history with clients and reviewing the assessment of their job readiness; advising clients on vocational issues and barriers to employments, and; a variety of support services to clients both individually and in groups, such as assisting them in developing resumes and instructing them in employment application processes.</p>
Qualifications:	<p>License Required: Candidates must possess and maintain throughout the duration of employment a valid California Motor Vehicle Operator's License. Out of State valid Motor Vehicle Operator's License will be accepted during the application process.</p> <p>Education: Possession of an AA or AS degree in Business or Counseling or a closely related field from an accredited college or university.</p>

	<p>Experience: Three years of full-time or its equivalent experience performing individual job development/career development activities with individuals with psychiatric and/or substance abuse diagnoses.</p> <p>Substitution for Education: Additional experience may be substituted for the required degree education on a year-for-year basis up to a maximum of two (2) years.</p> <p>Other Requirements: Prior to employment, a background investigation/fingerprint exam will be conducted on all candidates.</p>
Salary/Hours:	Monthly Salary Range \$3,723-\$4,526
Employer/Agency:	Contra Costa County
Address:	651 Pine Street, 2 nd Floor
City, State, Zip:	Martinez, CA 94553
Phone Number:	925-335-1700
Application Method:	<ol style="list-style-type: none"> 1. Application Filing: Applicants are encouraged to apply online at www.cccounty.us/hr, or, a completed Contra Costa County application must be received or postmarked by the final filing date listed below. Faxed applications will NOT be accepted. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application can be mailed to you by sending a self-addressed stamped envelope to the above address. 2. Application Evaluation: Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best qualified candidates for invitation to the next phase of the examination. 3. Oral Interview: An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of a least 70 from a majority of the Board members to be ranked on

	the employment list. The human resources department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.
Opening Date:	Final Filing Date: January 20, 2012.

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***