

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
San Antonio Mental Health Center**

VACANCY ANNOUNCEMENT

Patient Resource Worker



We are looking for a experienced PRW to join our new team. San Antonio Mental Health Center is seeking a highly-motivated, organized and competent individual to fill the full-time position of Patient Resource Worker.

San Antonio Mental Health Center, located in Huntington Park (SPA 7) is a small clinic that provides therapeutic services to children and CalWORKs participants. Services are offered for children from 0 – 18. Services available include: (1) psychiatric/medication evaluations, (2) individual/family counseling, and (3) support and therapy groups for parents and for children.

The PRW will work with a Patient Financial Service Worker and will assist DMH staff with answering financial questions, minimal data entry, filing, reception coverage when needed, etc.

Desirable qualities include:

- Highly organized and detail oriented
- Knowledgeable of kinds of insurances that are accepted by our department
- Ability to work collaboratively with various team members and Disciplines
- Proficient at using various computer programs including Microsoft Word, Excel, Outlook, and the Integrated System (IS), MAAR Report, Online Medical Eligibility Check
- Excellent Customer Service Skills
- Multitasking Skills
- Flexible

For more information, please contact:

Santty Rosales or Phyllis Noriega, LCSW
323-584-3720

Srosales@dmh.lacounty.gov

If you are interested and currently in the PRW item, please fax to (323) 277-4674, your resume, last 2 performance evaluations, and last 2 years Master Timecard Reports (attention to: Santty). Please respond no later than February 28, 2011.