

January 17, 2012

PT Curriculum Coordinator, UAS1315
California Social Work Education II

Salary Range: \$39.00 -\$42.00/Hourly

Work Schedule: Part-time, 6 to 15 hours per week, hours to be determined, non-exempt classification. This position does not provide benefits. This position has a contract end date of on or before June 30, 2014.

Essential Functions:

This is a .25 position with a flexible schedule. Hours vary during the fiscal year. Work schedule is a mix of daytime and evening hours including some Saturdays. Salary range is \$39.00 to 42.00 hourly commensurate with qualifications and experience.

The Curriculum Coordinator under the direction of the Principal Investigator/Director, School of Social Work provides curriculum development, training and learning experiences for innovative and specialized internships in Public Mental Health Agencies or Community-Based Organizations under contract with Department of Mental Health (DMH) Services to provide mental health services. The Curriculum Coordinator works closely with the Placement Coordinator to oversee the administration and implementation of project activities.

The California Social Work Education (CalSWEC) is a consortium of the state's 20 accredited social work graduate schools, the 58 County Departments of Social Service and Mental Health, and the California Departments of Social Services and Mental Health. The CalSWEC II Mental Health grant offers financial support to MSW students who commit to a career in public mental health.

Main Responsibilities:

- 40% Develops policies and procedures integrating the CalSWEC Mental Health initiative within the school's program, including:
 - Curriculum development, enhancement and evaluation.
 - Student support and advisement.
 - Teaching of an integrative field seminar.

- 20% Implements general policies and procedures of CalSWEC Mental Health initiative within the school, focusing on:
 - Selection and tracking.
 - Awards and stipends committee.
 - Job placements and retention support.

- 10% Oversees accountability of the CalSWEC Mental Health initiative, including:
 - Program reports.
 - Timely completion of student tracking information.

- 20% Works with University faculty, field liaisons and agency representatives to insure that the Mental Health competencies are integrated into classroom and agency.

- 10% Represents the school at statewide CalSWEC II Mental Health initiative meetings for Project Coordinators; attend statewide Project Coordinator meetings and performs other related duties as assigned.

Requirements: A completed UAS employment application is required. Master of Social Work degree from an accredited School of Social Work; three years of post-MSW Practice experience in a mental health setting; experience teaching/training in social work; ability to work with ethnically diverse populations and cross-cultural practice. Fingerprinting will be taken and checked by the California Department of Justice and FBI.

Review of applications/resumes will begin January 24, 2012 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed UAS employment application is required.

<http://www.calstatela.edu/univ/uas/hrmformtemp.php>

You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.