

Tips for Completing the 20/20 and PASH Program Application

1. Review the entire Policy 342. It will help you understand the purpose of the application questions and how they will be evaluated. Make sure you have the most current revision of the policy dated February 11, 2013.
2. The basic contents of the application are described in Attachment A of the policy.
3. The parts of the application that you will submit include: a) The completed program application (Attachment B of the policy); b) your personal statement; c) any written rationale with verification for not meeting qualification standards; d) any related school transcripts; e) copies of any listed licenses or certifications; f) proof of acceptance or enrollment in an accredited MSW or MFT program for Fall 2013.
4. **The application deadline is: May 05, 2014, at 4:30 pm.** Late or incomplete applications will not be accepted.

Self-Awareness

Many of our 20/20 employees were surprised at the challenge of graduate school. One participant stated: "It was a lot harder than getting my BA." We want you to be successful, but that success begins with you. Some things to consider before you apply:

1. Are you ready to take on the multiple demands of work, home, and school? Have you talked to your family about the anticipated changes in your availability and responsibilities? How will you and your family manage these changes?
2. Are you ready for the additional oversight? You will sign a release of information giving the WET unit permission to review your academic progress with your university and talk to your professors. We also talk to your supervisor about your work performance. WET monitors your progress in the program and makes recommendations regarding any necessary remedial plans as well as your continued status in the program.
3. Are you ready to manage the program responsibilities? You will need to communicate with WET, your school, your worksite supervisor, and your field placement agency regarding your schedule. You will be held accountable to your agreement with RCDMH and are responsible for knowing it. You will have regular deadlines. You will need to submit the paperwork necessary to maintain your status in the program and prepare you for your field placement at a RCDMH field site.
4. Are you ready for personal and professional change? School is not just about taking courses and passing tests. You are beginning a transition in life that can come with uncertainty, insecurity, risk and confusion. These can come with strong emotions and personal vulnerabilities. It is important that you have examined your own personal resiliency and coping skills necessary to take on this journey.
5. Are you ready to enjoy a future that you create? It can be rewarding, empowering, and inspiring!

Step by Step: Completing the Application (Attachment B of Policy 342)

You can attach additional pages if necessary, or you can recreate the application format in your computer. It is important that the information is legible and clear. Take your time.

1. Complete your full name as an RCDMH employee
2. CEID. This is your employee number. It is located next to your name in KRONOS.
3. Your personal contact address
4. Your contact phone numbers. Please supply us with the number that we can best reach you.
5. The title of your job classification.
6. The name of your worksite program or clinic
7. Both names: Your immediate supervisor AND your program Manager or Administrator
8. Provide either the number of years you have worked for RCDMH or your hire date
9. Complete your college history, particularly your BA/BS degree and any college level work you have achieved since then. Be sure to attach any transcripts to verify any degree or coursework listed here. Unofficial transcripts are acceptable, but must be unaltered.
10. Answer only A or B. If you answer A, be sure to attach the related transcripts. If you answer B, be sure to attach your letter of acceptance.
11. You need to list the related courses as they appear on your transcripts and then provide a brief description of the course or what you learned. If you list a training that you have attended, provide a brief description of what you learned and attach a certificate of completion for that training. Please only list the courses that apply to the subject identified. Don't stretch it! Don't try to make a course fit that does not fully apply to the subject. Be honest!
12. List the name of the license or certification and the organization that awarded this credential. Be sure to attach a copy of the license or certificate. Examples include: LVN; CNA; CAADAC; CPRP; LPT; CTRS.
13. You can list any employment, volunteer, or lived experience related to the subject areas. Be specific. Don't stretch it! Be honest! If you list 12 step membership – discuss giving back, service roles, application and understanding of the steps. If you were a caregiver or have own lived experience, describe what you learned that has benefited your skills and ability to serve others. Remember, we are looking at employees who can help us meet the needs of our communities and bridge care between human/health care services systems.
14. List any paid or volunteer positions that you claimed in question 13. List any additional volunteer or employment experience that focused on mental health recovery or service.
15. If you indicate Spanish as a second language: check if you have been tested by RCDMH for bilingual pay and then indicate what level of bilingual pay that you receive – 1,2, or 3. If you indicate ASL as a second language: check if your proficiency has been certified and attach documentation. If you list another language: check that you use that language to serve consumers in Riverside County and what percentage of your caseload requires you to use that language. Provide any additional supporting documentation that indicates the necessity of having professional staff utilize this language to provide mental health services in Riverside County. The Cultural Competency office may be a good resource for you.
16. Check ONLY those locations where you are willing to work upon graduation. If you choose Blythe, you will be held accountable to interview for available positions in Blythe.
17. You, your immediate supervisor, and your program Manager/Administrator need to sign prior to submission. Your supervisor's and Manager/Administrator's signatures do not constitute a recommendation to the program, but rather an acknowledgement of your application.

Personal Statement

There is no page minimum or maximum, but keep your statement to the intent and purpose of the application. Extraneous information may actually decrease your opportunity for points as you want your statement to be strong and clear. Keep in mind that we want to see how YOU help us meet the Department's workforce needs. Please remember to provide us with a GOOD, thorough example of your work with a consumer or family. We should be able to see your work ethic, your skills, and your practice philosophy. Please also include your career goals for the 5-10 years following your graduation. Promote yourself (like a job interview)! This is also a place to clarify anything that you think might be unclear in your overall application. It is good idea to have someone else proofread your entire application before submission so that you can receive feedback on what is and is not clear.

Application Check List

- I have thoroughly completed the **20/20 and PASH Participant Application** (Attachment B of Policy 342, revised February 11, 2013)
- I have attached my **Personal Statement**
- If I needed to address any deficiencies in my qualifications, such as not meeting minimum attendance standards, I have **attached my rationale WITH corresponding verification.**
- I have attached **Transcripts or Certificates of Completion** for all coursework, degrees, or training that I reference in my application.
- I have attached **copies of any professional licenses or certifications** that I listed in my application.
- I have attached **proof of my current enrollment or my Letter of Acceptance** from an accredited MSW or MFT program for Fall 2013.
- I submitted everything before the application deadline of **Monday, May 05, 2014 at 4:30 pm.**

Application Submission:

MHSA Workforce Education and Training
20/20 and PASH Program Application
ATTN: David Schoelen

Mail Stop: #3810

Or

3801 University Ave., Ste 400
Riverside CA 92501

Or

FAX
(951) 955-7207

You will receive an email confirming the receipt of your application.