



CITY OF POMONA
505 S. GAREY AVENUE
POMONA, CA 91766

RECEIVED
CITY CLERK

2017 NOV -6 PM 5: 53

CITY BOARDS/COMMISSIONS PUBLIC SERVICE APPLICATION

Please Note:

- All applicants must be current residents of the City of Pomona.
- A separate application must be submitted for each Board or commission you are interested in serving.
- Applications are kept on file for one (1) year from the date submitted.
- An individual may serve on one commission at a time.
- The maximum number of consecutive years an individual may serve on the same commission is nine (9).
- **Submitted applications are considered a public record and are subject to review by anyone upon request.**

(Please print or type all information)

In which Council District do you reside? 1

Board or Commission for which you are applying:

Tri-City Mental Health Authority
Board of Directors

Name of Applicant

Macias Elizabeth

Last Name

First Name

M.I.

Home



Work

—

Telephone Number

Home Address



Street Number

Street

Pomona

City

CA

State

91708

Zip Code

Mailing Address (if different from above)

Number and Street Name or P.O. Box

City

State

Zip Code

Business Address

Street Number

Street

City

State

Zip Code

E-mail Address



Daytime Contact Telephone Number (between 8:00 a.m. and 6:00 p.m.)



✓ The City's Conflict of Interest Code requires that members of City Boards/Commissions file a Statement of Economic Interests. **Would you be willing to file a financial disclosure statement?** Yes ☒ No ☐

Please provide the following information. You may attach additional pages, enclose a copy of your résumé, or submit supplemental information that would be useful to the City Council in consideration of your appointment.

HOW LONG have you resided in the City of Pomona?

30 years

COMMUNITY SERVICE (List boards, commissions, committees and community organizations on which you are currently serving or have served, and the number of years, offices held and in what city)

EMPLOYMENT BACKGROUND (Title and duties)

See attached resume

EDUCATIONAL BACKGROUND (Optional – Include professional or vocational licenses or certificates)

- BA Sociology w/ Criminal Justice Program completion
- Paralegal Certificate

WHAT IS YOUR UNDERSTANDING of the objectives and goals of the Commission to which you are seeking appointment?

Be able to participate in the board to bring awareness and tackle mental health issues in our city.

BRIEFLY EXPLAIN what in your background, training, education or interests, you feel qualifies you for this appointment.

Experience working in several aspects of social services that dealt with mental health issues along with bachelors received.

HOW would you utilize the above-stated qualifications to help achieve the board's/commission's objectives and goals?

Be able to be part of the process to help individuals in Pomona with services from Tri-City.

I have used all reasonable diligence in completing this application. I have reviewed the application and to the best of my knowledge the information contained herein and on any attached pages is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

10/25/2017
Date

WHEN COMPLETED, MAIL OR RETURN ORIGINAL TO : Office of the City Clerk
Pomona City Hall
505 South Garey Avenue
Pomona, CA 91766

SPACE BELOW FOR OFFICE USE ONLY

Date Received: _____
Appointed to: _____ District: _____ Date Appointed: _____

- ☐ Board of Library Trustees
- ☐ Board of Parking Place Commission
- ☐ Community Life Commission
- ☐ Cultural Arts Commission
- ☐ Historic Preservation Commission
- ☐ Parks and Recreation Commission
- ☐ Planning Commission

☐ Reappointed

☐ Original Appointment:

Expiration of Term: _____

9 Year Term Limit: _____

Reason for vacancy: _____

Nominated by: _____

MACIAS, ELIZABETH

CAREER OBJECTIVE

Gain advancement in the field of social services.

EXPERIENCE

9/3/2013 to Current Los Angeles County Department of Public Social Services *El Monte, CA*

ELIGIBILITY WORKER II

- Assist on case status information for participants in any of the programs offered in the department along with any action needed to be taken by the participant or submit tracking tickets to the case carrying worker for assistance that is not allowed at the customer service center;
- Review and research case files through computer system to take proper action on a case required by participant or case carrying worker;
- Provide necessary resources to further assist participants that inquire within the department.

12/10/2016-03/19/2017 Pathways-San Gabriel Valley *El Monte, CA*

SHELTER STAFF

- Assist Shelter residents as needed in daily activity skills;
- Crisis Intervention as needed;
- Keep shelter office and premises clean;
- Provide assistance and outreach with surrounding communities in an attempt to create a broader network to domestic violence victims.
- Variety of administrative work which includes but not limited to: record keeping, organizing materials within the program, creating accessible filing system, scanning/fax/copy materials or documents as needed.

4/1/2008 to 8/31/2013 Asian Youth Center *San Gabriel, CA*

SCHOOL BASED PROGRAM MANAGER

- Overall review of the Probation funded program's functionality such as verifying staff attends scheduled sessions, comparison of billable hours to that of the approved list by probation department along with adhering to the rules of the contract;
- Keep account of community events, sessions and field trips scheduled along with verifying approval was granted by the Juvenile Probation department's directors, officers or auditors;
- Facilitate youth groups and parent groups;
- Audit preparation which includes extensive file review, check updates on case notes and compare such notes to that of the Probation case system, constant case review to verify all forms are completed correctly by facilitators;
- Provide assistance and outreach with surrounding communities in an attempt to create a broader network to assist troubled youth and families.
- Variety of administrative work which includes but not limited to: record keeping, organizing materials within the program, creating accessible filing system, scanning/fax/copy materials or documents as needed, create PowerPoint presentation for materials needed for sessions, etc.

3/11/2008 TO 7/12/2009 Mentors for Youth *Orange, CA*

WEEKEND LEAD

- Supervise severely disturbed youth in a group home setting ages 12-18 with detailed daily record keeping of any action completed that day;
- Assist in daily living skills;
- Schedule outgoing activities;
- Assist and transport youth to needed medical or dental appointments;

MACIAS, ELIZABETH

1/26/2008 TO 4/2/2008

BRIDGES

El Monte, CA

MENTAL HEALTH WORKER

- Provide assistance to residents overnight as needed;
- Supervise facility by conducting room checks to verify residents remain in their rooms throughout the night;
- Handle any crisis intervention as needed;
- Distribute medication as instructed by the lead worker of the facility.

6/12/2006 TO 11/3/2007

Women and Children's Crisis Shelter

Whittier, CA

FAMILY ADVOCATE

- Advocate for victims of domestic violence through the emergency shelter;
- Assist on any legal, medical, housing or financial needs such as seeking medical attention of battered victims prior to entering shelter, connecting participants to the correct resources to seek legal advice, apply for emergency Cal Fresh/Cal-works and/or Medi-Cal;
- Extensive daily record keeping to provide verification of billable hours with participants;
- Assist on the transportation to or from the shelter;
- Supervision of participants throughout their day at the shelter including group sessions;
- Transport participants to any appointments they may have or outing;
- Provide childcare in the children's program on-site as needed;
- Complete Temporary Restraining orders for participants.

EDUCATION

NOVEMBER 2012-JANUARY 2017

Pasadena City College

Pasadena, CA

Certificate of Completion for the Paralegal Program

SEPTEMBER 2004-JUNE 2009

Cal-Poly Pomona University

Pomona, CA

BA in Sociology with Certificate of completion in the Criminal Justice Program.

ADDITIONAL INFORMATION

- Active Board member for Neighborhood Legal Services of Los Angeles County
- Notary (commission #2115082 expires 6/12/2019)
- Fluent in Spanish (read, write, speak)
- Basic knowledge of following computer systems: Word, Excel, PowerPoint, Publisher, Outlook, Lexis, Westlaw.
- Type 44wpm

REFERENCES

References are available on request.