

AMANDA S. LEE

ACADEMIC HISTORY

The School of Social Welfare at the University of California, Berkeley
Master's Degree in Social Welfare with a Concentration in Gerontology (2006)

University of California, San Diego
Bachelor of Science in General Biology (2003)

PROFESSIONAL EXPERIENCE

San Diego State University (SDSU), School of Social Work

August 2017 – Current

San Diego, California

Director of Field Education/Public Behavioral Health (PBH) MSW Training Program Coordinator

Full-time (12 month contract) position at the School of Social Work which endeavors to provide a superior education to undergraduate and graduate students; produce competent and effective practitioners, leaders and scholars grounded in evidence-based practice; deliver quality training and organizational support to the health and human services community; and disseminate quality research with practical applications that impact diverse communities, particularly with the vulnerable populations in the Southern California border region.

- Responsible for management of the field education component of both the undergraduate Gerontology and BASW programs and the MSW programs.
- Oversee and participate in the process of placing MSW students in practicum sites.
- Recruit, vet, monitor and evaluate field practicum sites.
- Develop and facilitate field instructor training modules.
- Set field education policies and procedures, updating Field Education Manual.
- Recruit, train, mentor and oversee field faculty.
- Manage staff including field administrative assistant(s) and student assistant.
- Maintain and work with a Field Advisory Board.
- Participate in Southern California Field Directors' Consortium and California Field Directors' meetings.
- Coordinate Service-Learning Agreement (SLA) process in partnership with SDSU Contracts and Procurement.
- Teach field practicum seminars as needed.
- Serve on School and community committees.
- Meet project requirements for special programs, e.g., Public Behavioral Health MSW Training Program, Mentored Internship Program, etc.

Union of Pan Asian Communities

March 2021 – Current

San Diego, California

Per Diem Diversity, Equity, and Inclusion (DEI) Administrator/Clinical Supervisor

Provides strategic direction and leadership for complex and comprehensive diversity and equity training and educational programs, with the major responsibility for developing and delivering training materials, presentations, methods, and procedures related to racial equity, social justice, intergroup dialogue, intercultural competency/awareness, cultural humility, health disparities and other equity and inclusion

topics.

- Responsible for the legal entity cultural competence plan. Monitors and provides support as needed to ensure legal entity and programs adhere to the Health and Human Services Office of Minority Health National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (CLAS Standards).
- Partners with Human Resources and Division Directors to create positive, inclusive work and learning environments.
- Partners with Human Resources to create strategies, programs, trainings, and resources to foster the retention, achievement, and advancement of groups that have been marginalized.
- Directs data gathering activities, including needs assessments, evaluations, and analyses.
- Works independently, collaboratively, and equitably across diverse communities and adapts to the needs of varied collaborators.
- Manages and/or provides educational trainings on behavioral health and/or culturally responsive care as requested by community providers or directed by President & CEO.
- Represents UPAC on committees, boards, commissions, associations, and system wide planning bodies related to mental health issues.
- Responsible for increasing agency's visibility in key mental health meetings in the community.
- Maintains effective communication and working relationships with funding sources, communities, providers, and other partners.
- Provides weekly supervision to BBS registered ASW clinicians on an as needed basis.

Union of Pan Asian Communities

July 2017 – March 2021

San Diego, California

Per Diem Adult/Older Adult (A/OA) Mental Health Director

Per Diem position which provided administrative oversight to A/OA programs countywide including fiscal and contract compliance.

- Determined staffing needs and assisted with talent acquisition for all A/OA programs.
- Supported and evaluated all Program Managers of A/OA programs.
- Ensured fiscal and contract compliance with all program funders including, but not limited to, County, State and Federally funded programs.
- Developed and maintained relationships with partnering organizations, including review of all partnership, subcontract, and/or consultant agreements on an annual basis at minimum.
- Prepared annual budgets for A/OA programs and budget adjustments as needed.
- Established policies and procedures for A/OA programs in partnership with designated Program Managers.
- Conducted quality assurance activities for A/OA programs.
- Provided direct supervision to staff who work in smaller A/OA programs.
- Provided training to program staff on any organization-wide policies, and/or other County or system-wide training needs.
- Provided individual or group clinical supervision to therapist staff or interns as needed.
- Served as the liaison between A/OA programs and other entities at designated meetings.
- Represented UPAC on committees and system-wide planning bodies related to mental health issues, with particular focus on underserved populations.
- Maintained effective communication and working relationships with funding sources, communities, providers, and other partners.
- Negotiated contracts with various public and private funding sources.
- Assisted with procuring new A/OA contracts including engaging with potential program partners, and/or assisted with program development and grant-writing.
- Promoted cultural and linguistic competence throughout A/OA program staff through established

- policies, program planning, and cultural competence training.
- Ensured commitment to program initiatives such as primary care and mental health integration, trauma-informed care, faith-based collaboration, and other initiatives as needed.

Union of Pan Asian Communities

May 2016 – June 2017

San Diego, California

Program Manager

Full-time (40 hours/week) position at a BPSR serving API immigrant, refugee, and bicultural adults and transition age youth (TAY) requiring mental health services for treatment of severe and persistent mental illness.

- Oversaw the delivery of adult mental health services, including ensuring compliance with all County and State regulations guiding the delivery of services, including those specified in the County of San Diego Organizational Provider Operations Handbook, and those requirements specified in UPAC's contract with the County, including productivity and clinical outcome requirements.
- Ensured compliance with Local, State and Federal regulations for both Mid City and Serra Mesa Clinic.
- Hired, supervised, supported, and evaluated clinical and administrative support staff, interns, and volunteers, including general administrative oversight and support to the Assistant Supervisor at the Serra Mesa Clinic.
- Organized and led weekly staff meetings for BPSR Mid City Clinic and quarterly joint meetings with Serra Mesa Clinic, alternating between both clinic locations.
- Updated and created written policies and procedures for UPAC BPSR program as needed.
- Assisted A/OA Mental Health Director with providing general oversight of monthly expenditures, and ensured that all monthly bills, invoices, and timesheets were accurately submitted to Fiscal Department on a timely basis.
- Facilitated quarterly Program Advisory Group (PAG) meetings.
- Provided training to staff regarding County and State regulations as needed, including training on clinical documentation, electronic health record requirements, and cultural competence training.
- Provided supervision to the Geriatric Specialist and Employment Specialist who are co-located at CTC Mid City Clinic and ensured that the objectives related to the positions were met.
- Provided clinical supervision to MSW interns.
- Provided supervision to paraprofessional staff monthly.
- Conducted monthly multidisciplinary treatment team meetings.
- Attended County provider meetings and Ad Hoc Provider meetings as scheduled, including County trainings and meetings related to County and County-contracted mental health clinics as needed.
- Completed Quarterly Status Report to submit to County of San Diego; as well as any other reports required by County.
- Conducted regular quality assurance and improvement activities, including but not limited to internal medical record reviews.
- Prepared for all program audits by State or County.
- Researched promising practices and/or evidence-based treatment practices specifically for the Asian/Pacific Islander communities to develop annual cultural competence plan.
- Ensured that program activities enhance wellness and recovery for the API communities, including sub-groups of API TAY and Older Adults, and promoted that philosophy of recovery to all staff.
- Responsible for increasing agency's visibility in key community meetings and outreach activities.
- Collaborated with primary care providers as needed and ensured that clients are discharged accordingly to a primary care setting.
- Developed collaborative relationships with faith-based organizations for expanding continuum of resources for clients.
- Participated in Blue Shield Shared Treatment Pilot monthly with La Maestra (FQHC).
- Delivered clinical services to a caseload of approx. 40 clients with SMI through individual/group/family therapy, crisis intervention, case management, care coordination and

discharge planning.

Union of Pan Asian Communities
San Diego, California
Assistant Program Manager

March 2015 – April 2016

Full-time (40 hours/week) position at a BPSR serving API immigrant, refugee, and bicultural adults and transition age youth (TAY) requiring mental health services for treatment of severe and persistent mental illness.

- Assist acting Program Manager with oversight of the daily operations of Mid-City site and provide administrative support to staff.
- Ensure compliance with Statement of Work as contracted by the County of San Diego.
- Participate in quality assurance activities such as MRR, site visit, medication monitoring, etc.
- Complete accurate and timely documentation of required reports.
- Attend all required meetings, work groups and training with the County of San Diego.
- Assist with recruitment and hiring of new staff and consultants.
- Provide training and support to staff, interns, and volunteers.
- Supervise case managers, peer support specialists and employment specialists.
- Participate in weekly staff meetings and case review meetings.
- Promote healthcare integration by pairing with local PCPs.
- Foster partnerships with faith-based and other community organizations.
- Conduct in-service training on relevant cultural topics and promote visibility of agency's mission statement through community outreach activities.
- Deliver direct clinical services through individual/group/family therapy, crisis intervention, case management, care coordination and discharge planning.

Union of Pan Asian Communities
San Diego, California
Therapist

February 2014 - February 2015

Full-time (40 hours/week) position at a BPSR serving API immigrant, refugee, and bicultural adults and transition age youth (TAY) requiring mental health services for treatment of severe and persistent mental illness.

- Managed caseload of 80+ clients with a moderate to severe mental health diagnosis.
- Functioned as a member of a multi-disciplinary team and participated in assessment, treatment, and discharge planning.
- Receives referrals from external providers and community members with appropriate follow-up.
- Performed intake assessments for clients in need of mental health services.
- Prepared medical records of all services rendered using electronic health record ("Anasazi", AKA Cerner) such as BHAs, client treatment plans and progress notes within timeframe required by the County of San Diego.
- Provided short-term, goal-oriented counseling.
- Provided family therapy and psychoeducation to caregivers and family members as appropriate.
- Assisted clients in obtaining vocational, educational and/or housing objectives as needed.
- Coordinated discharge of clients to a lower level of care after they have achieved stabilization.
- Conducted at least one group therapy session per week. Examples of groups include Illness Management and Recovery, WRAP, Social Skills, etc.
- Participated in staff meetings, treatment team meetings and individual and group supervision.
- Conducted outreach at community resource fairs, health fairs and ethnic celebrations.

Waitemata District Health Board
Mental Health Services for Older Adults
Auckland, New Zealand
Social Worker

September 2009 - September 2013

Full-time (40 hours/week) position within the Sub-Acute Treatment and Rehabilitation (STaR) Team that provides an intensive community-based service for people 65 years and older with complex mental health and rehabilitation needs.

- Managed a caseload of severely mentally ill clients within a multi-disciplinary team.
- Conducted biopsychosocial assessments and collaborative care planning.
- Established excellent rapport and positive working relationships with stakeholders.
- Coordinated care with clients' families/caregivers and relevant community services.
- Recorded contacts in an accurate and timely manner using an electronic health record.
- Participated in policy meetings and quarterly planning days, thus contributing to the ongoing development of the service as well as monitoring key outcomes.
- Promoted visibility of the team and an understanding of its role, thus increasing referral rates.
- Attended professional development training, supervision, and peer review groups.
- Supervised a social work student from the University of Auckland on placement at the agency.
- Provided coverage to the inpatient psychiatric unit and oversaw discharge planning for clients.

Union of Pan Asian Communities

January 2007 - September 2009

San Diego, California
Therapist

Full-time (40 hours/week) position at a BPSR serving API immigrant, refugee, and bicultural adults and TAY requiring treatment for conditions such as depression, anxiety, schizophrenia, and co-occurring substance use.

- Managed large and clinically complex caseload.
- Provided individual/family counseling, case management and crisis management.
- Assisted clients in obtaining vocational, educational, and housing objectives.
- Conducted intake assessments and accurately documented all services rendered.
- Functioned as a member of a multi-disciplinary team and participated in diagnosis, treatment, and discharge planning, as well as in staff meetings, case conferences, and in-service trainings.
- Worked with interpreters to ensure linguistically and culturally sensitive services.
- Promoted agency involvement in culturally diverse outreach events within the community and acted as a member of a cultural advisory council at San Diego Mesa College.

New Leaf Services For Our Community

September 2005 - June 2006

San Francisco, California
Social Work Intern

Field placement at an outpatient social service center for LGBT clients offering mental health, substance abuse, HIV/AIDS, and senior services.

- Performed assessments examining older adult clients' strengths, needs and risks.
- Collaborated with agency staff in promoting clients' treatment goals.
- Supplied both in-home and office-based counseling and resource linkage services.
- Co-facilitated social support/psycho-educational groups for LGBT older adults.
- Developed thesis, "A Qualitative Study of a Social Support Group for LGBT Elders."

On Lok Lifeways

October 2004 - April 2005

San Francisco, California
Social Work Intern

Field placement at a certified "Program of All-inclusive Care for the Elderly" (PACE) which provides full medical care and support services to older adult participants.

- Coordinated social services for a caseload of participants within an interdisciplinary team.

- Carried out initial psychosocial assessments and on-going evaluations.
- Developed and monitored individualized healthcare plans.
- Provided linguistically and culturally sensitive services to mono-lingual Chinese participants.
- Designed and implemented a weekly reminiscence group.

Silverado Memory Care Community

May 2002 - July 2004

Encinitas, California

Activities Assistant

- Developed and led a socialization group, “The Friday Morning Club”, for persons with early-stage dementia.

Torrey Pines Convalescent Hospital

December 1997 - November 1998

La Jolla, California

Activities Assistant

- Responsible for coordinating activities program for residents.

AWARDS AND GRANTS

Student Success Fee: *Sport Social Work: Strengthening integrations of social work, mental health, & wellness with SDSU students & Athletics Department, & the local community* November 2023

Student Success Fee: *Sport social work: Integration of Social Work, Mental Health, and Wellness for SDSU Athletes and Athletics Department* November 2022

IRA: *A Workshop Series on Engaging in Practice-Informed Research* June 2021

SDSU Faculty Forward Award May 2021

Student Success Fee: *Healing the Healer (HTH) Virtual Retreat: Mind, Body Spirit* November 2020

IRA: *Integrating Simulated Client Sessions in Social Work Field Seminar Courses* July 2020

Above and Beyond Field Instructor Award, School of Social Work, SDSU August 2017

PUBLICATIONS AND PRESENTATIONS

Melinda Hohman & Amanda Lee (2022) The use of motivational interviewing in field instruction, Social Work Education, DOI: [10.1080/02615479.2022.2082401](https://doi.org/10.1080/02615479.2022.2082401)

Keeney, A.J., Lee, A., Jayyousi, S., Young, J.A., & Guarino, J. (accepted). Virtual simulations and scripted role-plays in field education: Social work students’ self-efficacy toward direct practice skills. *Advances in Social Work*.

Keeney, A.J., & Lee, A.S. (2021). Right to an adequate standard of living: Social work and mental health in a COVID-19 Era. *The Journal of Social Work Values and Ethics*, 18(2).

Meeting of the Minds: The Road to Recovery, Resilience & Healing “*Our Stories: AAPI Practitioners*

Reflect on the Impact of Anti-Asian Hate.” October 2021

Curriculum Development for APS Core Competency Training on *Implicit Bias, Structural Racism and*

<i>Building Cultural Humility and Responsiveness</i>	January 2021
Curriculum Revisions for <i>Ethics, Values and Cultural Responsiveness in APS</i>	July 2020
Primary Care & Behavioral Health Integration Summit, Panelist	December 2018
LGBT+ Voices: A Cultural Experience, SDSU Student Success Fee Event, Panelist	April 2018

LICENSES AND CERTIFICATIONS

Licensed Clinical Social Worker in California	November 2016 – Current
SDSU Military Ally Training Program Certified	May 2018
SDSU SafeZones Ally Training Program Certified	April 2018

PROFESSIONAL ASSOCIATIONS

California Society for Clinical Social Work (CSCSW), President	October 2020 – Current
National Association for Social Workers (NASW), Member	August 2019 – Current
California Faculty Association (CFA), Member	August 2017 – Current
California Society for Clinical Social Work (CSCSW), Secretary	January 2018 – September 2020

ADDITIONAL INFORMATION

- Serves on the Curriculum Committee, Student Affairs Committee, Diversity Committee, and the Direct Practice Task Group at the School of Social Work at SDSU.
- Serves as faculty co-advisor for students applying for the SDSU Student Success Fee grant.
- Assisted in the application process for HCAI Social Work Education Capacity Expansion Grant that was successfully awarded to the School.
- Trainer for Right to Be Bystander Intervention Training.
- Provided weekly external supervision to recipients of the City Heights Scholarship Program.
- Previously served on planning and implementation task group for City Heights Scholarship Program.
- Previously served as the faculty advisor for Asian Pacific Islander Social Work Association (APISWA), Gerontology Student Association, Intergenerational Gerontology Alliance, and OUTreach.
- Previously served on SDSU Clinical and Field Placement Tiger Team.
- Previously served on Inter-Professional Education Task Group for CHHS.
- Previously served on “Meeting of the Minds” Behavioral Health Conference and Primary Care & Behavioral Health Integration Summit planning committees.
- Committed to social work ethical practices, competencies, and values.
- Knowledgeable on theory and practice of psychotherapy; experience with application of different modalities and therapeutic approaches including Seeking Safety, Trauma-Informed Care, Family Systems Theory, Motivational Interviewing, CBT, DBT, Narrative Therapy, etc.
- Bilingual/Multicultural background with culturally sensitive knowledge and experience working with diverse and marginalized populations.

- Demonstrated leadership skills; self-motivated with the ability to guide and inspire others.
- Excellent interpersonal skills, including tact, diplomacy, and ability to work with individuals from various cultural, educational, and socioeconomic backgrounds.
- Strong organizational skills and attention to detail; ability to manage multiple tasks simultaneously prioritize and successfully bring them to fruition.
- Committed to continued professional development through regular attendance of trainings/workshops.
- Exceptional written and verbal skills; computer literate and proficient in Google Suite and Microsoft applications.

