

AMANDA S. LEE

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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/Mental Health 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 field programs and the MSW programs
- Place MSW students in field internship sites
- Recruit, monitor and evaluate field internship sites
- Develop and facilitate field instructor trainings
- Set field education policies and procedures
- Maintain and work with a Field Advisory Board
- Teach field practicum seminars
- Serve on School and community committees
- Implement project requirements of the Mental Health Training Program and other special programs as related to field education component

Union of Pan Asian Communities March 2021 – Current
San Diego, California
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. Monitor and provide 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
- Manage and/or provide educational trainings on behavioral health and/or culturally responsive care as requested by community providers or directed by President & CEO
- Represent 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.
- Maintain effective communication and working relationships with funding sources, communities, providers, and other partners
- Provide weekly supervision to BBS registered ACSW clinicians on an as needed basis

Amaly

January 2021 – Current

San Diego, California

Clinical Supervisor/Advisory Board Member

Voluntary position providing clinical supervision for Amaly's BBS registered associates and supporting the organization's efforts to provide culturally responsive mental health support for the Muslim and other cultural communities.

- Provide weekly triadic supervision to BBS registered APCC clinicians
- Support program and service development, as well as evaluation efforts of the organization
- Ensure compliance with local, state, and federal requirements
- Assist with grant applications and other funding opportunities

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 provides administrative oversight to A/OA programs provided countywide including fiscal and contract compliance.

- Determined staffing needs and assist 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 ProgramManagers
- 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 as needed
- Maintained effective communication and working relationships with funding sources, communities, providers and other partners
- Negotiated contract with various public and private funding sources
- Assisted with procuring potential new A/OA contracts including engaging with potential program partners, and/or assist with program development and some grant-writing as needed
- Promoted cultural and linguistic competence throughout A/OA program staff through established policies, program planning, cultural competence trainings to program staff
- Worked with Mental Health Director and/or designated Program Managers to ensure commitment 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

San Diego, California
Program Manager

May 2016 – June 2017

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 trainings
- 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 direct clinical services to a caseload of approximately 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 trainings 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 trainings 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") 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 group 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 trainings, 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
 San Diego, California
 Therapist

January 2007 - September 2009

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 a significant and 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
 San Francisco, California
 Social Work Intern

September 2005 - June 2006

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
San Francisco, California
Social Work Intern

October 2004 - April 2005

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
Encinitas, California
Activities Assistant

May 2002 - July 2004

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

Torrey Pines Convalescent Hospital
La Jolla, California
Activities Assistant

December 1997 - November 1998

- Responsible for coordinating activities program for residents

AWARDS AND GRANTS

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 Practitioner*

Reflect on the Impact of Anti-Asian Hate”

October 2021

Curriculum Development for APS Core Competency Training on *Implicit Bias, Structural Racism and Building Cultural Humility and Responsiveness*

January 2021

Curriculum Revisions for *Ethics, Values and Cultural Responsiveness in APS*

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 Society for Clinical Social Work (CSCSW), Secretary

January 2018 – September 2020

California Faculty Association (CFA), Member

August 2017 - Current

Southern California Field Directors’ Consortium, Member

August 2017 - Current

Meeting of the Mind” Behavioral Health Conference, Planning Committee Member

Primary Care & Behavioral Health Integration Summit, Planning Committee Member

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 the faculty advisor for Asian Pacific Islander Social Work Association (APISWA) and the Intergenerational Gerontology Alliance (IGA)
- Serves on planning and implementation task group for City Heights Scholarship Program
- Provided weekly external supervision to recipient of the City Heights Scholarship Program
- Previously served as the faculty advisor for Gerontology Student Association and OUTreach

- Previously served on SDSU Clinical and Field Placement Tiger Team
- Previously served on Inter-Professional Education Task Group
- 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

