



**Position:** Clinical Case Manager – DHS RIST Project Based  
**Department:** Programs

*OPCC and Lamp Community are now one.*

### **Summary**

As part of a multi-disciplinary team, the Clinical Case Manager for the ORD project will travel to multiple locations in the greater Los Angeles area to meet and work with members to attain and sustain permanent housing in partnership with the County Department of Health Services (DHS). The Clinical Case Managers primary responsibilities are to provide outreach and engagement to individuals referred through DHS from the Los Angeles County Jail system and to coordinate housing, mental and primary health and recovery services that will ensure housing stability and community integration.

### **Essential Duties and Responsibilities**

1. In collaboration with DHS, the Sherriff Department, Probation, and DMH, outreach to homeless individuals the jail system who have chronic health conditions and/or are high utilizers of jail and/or emergency county health services with the objective of engaging individual to determine eligibility for permanent housing
2. Complete pre-authorization and application package to submit to DHS per their policies and procedures
3. Assist engaged members with homeless rental subsidies and help them to find a safe place to live by contact Property Managers and Landlords to set up appointments to show members apartment options
4. Travel to multiple housing locations in the greater Los Angeles area to provide case management; coordinate and implement mental health and recovery support services with individual members (caseload of 20)
5. Coordinate with DHS to ensure members are connected to primary health care and reduce need for emergency health care services
6. Develop effective, trusting relationships with members, with a focus on facilitating independence and maintenance of improved physical and mental health
7. Collaborate with each member to develop their individual service plan; review and update it quarterly and upon completion of goals
8. Assist management and other Clinicians with program evaluation and modification for future program improvements and growth
9. Work cooperatively and cohesively with other members of the RIST team, including participation in weekly staff meetings, group clinical supervision, and trainings and provide clinical consult to other RIST advocates as needed
10. Develop and maintain a complete, accurate, and current member file with all required documents from DHS
11. Assure that all member paperwork and data collection is complete and up-to-date in the Homeless Management Information System and case management software

### **Qualifications**

1. MSW or MFT who is BBS eligible (Supervision hours are available for this position)
2. Minimum of two years of experience working with homeless individuals, preferably those living with mental illness and or substance addictions, or an equivalent combination of education and experience
3. Experience with the Justice system a plus
4. Current, valid California Driver's License with an acceptable driving record **and reliable vehicle**
5. Able to transport Members **in your vehicle**
6. Outstanding clinical and strong team-building skills
7. Detail oriented with excellent time management, organizational, written, verbal, and computer skills
8. Able to obtain and maintain CPR/1<sup>st</sup> Aid certification
9. Minimum 35 WPM typing speed preferred
10. Bilingual in English/Spanish preferred

*Preferred Qualifications*

1. Masters in Social Work, Psychology, or other Human Services field
2. Two years' supervisory experience
3. Knowledge and experience in chemical dependency and substance abuse treatment
4. Minimum 30 WPM typing speed

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**Apply with salary expectations, cover letter, and resume via email**

jobs@lampcommunity.org

OR

**Mail:**

OPCC/ Lamp Community Human Resources

526 San Pedro ST

Los Angeles, CA 90013

OR

**Fax:**

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