



**Position:** Clinical Case Manager  
**Department:** Permanent Housing Services

*OPCC and Lamp Community are now one*

## Summary

As part of a multi-disciplinary team, the Clinical Case Manager will meet and work with participants in their homes to help them sustain permanent housing. The Clinical Case Manager's primary responsibilities are to engage participants and to coordinate mental and primary health and recovery services that will ensure housing stability and community integration. This position is responsible for maintaining the highest quality provision of direct individual and group therapeutic and case management services while fostering teamwork among staff and across departments and programs.

## Essential Duties and Responsibilities

1. Provide, coordinate, and implement mental health and recovery support services with individual participants
2. Develop effective, trusting relationships with participants, with a focus on facilitating independence and maintenance of improved physical and mental health
3. Collaborate with each participant to develop their individual service plan; review and update it quarterly and upon completion of goals
4. Assist management and other Clinical Case Managers with program evaluation and modification for future program improvements and growth
5. Assist participants with becoming involved in daily activities, socialization, health maintenance, sense of community, and progress in recovery reflective of Lamp Community's model which emphasizes customer choice, harm reduction, and psycho-social rehabilitation
6. Work cooperatively and cohesively with other teammates, including participation in weekly staff meetings, group clinical supervision, and trainings
7. Provide clinical consult to case managers as needed
8. Develop and maintain a complete, accurate, and current participant file with all funder-required documents
9. Assure that all participant paperwork and data collection is complete and up-to-date in the case management database

## Qualifications

1. Must be bilingual in English and Spanish (read, write, translate)
2. MFT or MSW with ASW registration with CA BBS (Supervision hours are available for this position)
3. 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
4. Current, valid California Driver's with an acceptable driving record **and reliable vehicle**
5. Able to transport participants **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

OPCC and Lamp Community have many service locations in downtown LA and Santa Monica, and we offer a competitive salary and excellent benefits. We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

**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:**

323-940-4759