



**Position:** Permanent and Interim Housing Case Manager with Car  
**Department:** Turning Point  
**Status:** Full-Time, Non-Exempt

*OPCC and Lamp Community are now one.*

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## **Summary**

The Case Manager will work with members to coordinate mental health and recovery services and help them to develop a plan to assist them in maintaining improved physical and mental health.

## **Essential Duties & Responsibilities**

1. Provide case management and follow-up services to a caseload of 25-35 individuals
2. Travel to multiple locations in the greater Los Angeles area to meet, transport, and work with clients to attain and sustain permanent housing
3. Transport members in your vehicle as needed to assist clients in accessing necessary services
4. Maintain a current, thorough knowledge of community resources and utilize them to provide comprehensive, wrap-around services to clients
5. Accurately maintain and report Continuum of Care match services in HMIS and ETO for all permanently housed clients
6. Develop and maintain a complete, accurate, and current client file with all required documents
7. Maintain up to date, accurate, and complete data and progress notes as required by the project and its funding sources
8. Assure that all client paperwork and data collection is complete and up-to-date in the Information Systems
9. Perform a comprehensive needs assessment (screening and intake) for all case managed clients, and develop an individualized service plan that is based on client's needs, issues and goals
10. Maintain accurate documentation of client information (intake, referrals, progress notes and service delivery)
11. Participate in scheduled weekly clinical and case file meetings, monthly staff meetings, trainings and retreats
12. Develop effective, trusting relationships with clients using a client centered approach that includes motivational interviewing, harm reduction, trauma informed care and housing first models
13. Communicate effectively and in a timely manner with management team, peers, collaborators, and clients
14. Coordinate information sharing amongst staff; consult as needed; coordinate and disseminate information to guests
15. Facilitate weekly House Meeting and Wellness Program groups as assigned
16. Monitor Guests in Interim Housing and ensure a clean, safe and healthy environment

## **Qualifications**

1. High School diploma or GED and two years' experience working with population served, e.g., clients experiencing homelessness, mental illness, substance abuse, medical issues, or domestic violence); or, an equivalent combination of education and experience
2. Bilingual Spanish and English
3. Skilled in non-violent crisis intervention

4. Detail oriented with excellent time management, organizational, written, verbal, and computer skills
5. Computer literacy, including knowledge of Microsoft Word, Outlook and Excel
6. Experience in group facilitation
7. Knowledge of social services agencies and community resources
8. Able to work in a team atmosphere with other staff members

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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:** 323-940-4759