



Case Manager – Harm Reduction Specialist Village Shelter

OPCC and Lamp Community are now one.

SUMMARY

The Case Manager will work with members living in emergency and transitional housing and with a specialized caseload of adults affected with HIV/AIDS. The Case Manager will help members to live as self-sufficiently and independently as possible, work with members to coordinate their mental health and recovery services with a focus on harm reduction, and develop a plan with members to maintain their health and secure permanent housing.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Provide targeted case management; coordinate and implement HIV/AIDS, mental health and recovery support services with a caseload of up to 24 members
2. Develop effective, trusting relationships with members, with a focus on facilitating independence and maintenance of improved physical and mental health
3. Assist in the recruitment, screening, assessment, and enrollment of members into the Harm Reduction program
4. Collaborate with each member to develop their individual service plan and review and update it quarterly and upon completion of goals
5. Assist management and other Case Managers with program evaluation and modification and with fairly and effectively enforcing policies and rules
6. Maintain a current, thorough knowledge of community resources and utilize them to provide comprehensive, wrap-around services to members
7. Assist members with becoming involved in daily activities, attending scheduled appointments, budgeting, socialization, health maintenance, sense of community, and progress in recovery
8. Work cooperatively and cohesively with other members of the Harm Reduction and emergency and transitional housing teams, including participation in weekly staff meetings and staff trainings
9. Work in partnership with multiple service and housing providers toward the goal of 85% of individuals engaged in services locating and securing permanent housing
10. Develop and maintain complete, accurate, and current member records in electronic databases and paper charts
11. Provide case status and treatment planning reports upon request
12. Maintain up-to-date, accurate, and complete data and progress notes as required by the Harm Reduction and permanent supportive housing programs
13. Produce monthly and quarterly reports (i.e., Harm Reduction, SPC, HMIS)

QUALIFICATIONS

1. Bachelor's degree and three years' experience working with homeless or formerly homeless individuals, preferably those living with mental illness and or substance addictions, or an equivalent combination of education and experience
2. Valid CA Driver's license, reliable car, auto insurance, and an acceptable driving record

3. Able to transport members in your vehicle
4. Able to work with minimum supervision
5. Detail oriented with excellent time management, organizational, written, verbal, and computer skills
6. Able to obtain and maintain CPR/1st Aid certification
7. Bachelor's degree preferred
8. Minimum 30 WPM typing speed preferred
9. Bilingual Spanish preferred

The People Concern -- OPCC and Lamp Community United -- 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, and will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the FCIHO. 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