

Homeless Health Care Los Angeles (HHCLA), founded in 1985, is a community-based organization in Los Angeles, which provides a comprehensive program for any person in need of health, mental health, housing, or quality of life services. These services reduce the impact of homelessness in the communities of Los Angeles County.

Position Description:

The primary purpose of HHCLA's Housing Department is to provide permanent and affordable housing resources while linking individuals to appropriate services for homeless individuals. The Housing Case Manager will provide assistance and support homeless individuals enrolled in HHCLA's housing programs. The Housing Case Manager works directly with program participants and develops, coordinates treatment services, assists participants in identifying and securing housing, provides housing retention support, and other supportive services.

Duties and Responsibilities:

- Conducts comprehensive assessments, including CES surveys, to determine appropriate housing options, case management and other supportive service needs.
- Conducts on-going quarterly needs and financial assessments to identify client's continued housing, supportive service needs and barriers to securing/maintaining permanent supportive housing.
- Develops individualized case plans with measurable goals and objectives to assist participants in achieving their desired outcomes.
- Develops and networks with representatives in other agencies/community based agencies to support individuals in attaining services such as housing, mental health care, medical treatment, financial assistance, legal advocacy, etc.
- Networks and collaborates with community based organizations to obtain referrals and ensure contractual capacity is met.
- Responsible for networking, collaborating and assisting participants in locating and obtaining housing in an expedient manner in line with the Housing First Model.
- Develops on-going housing stock inventory (i.e. Property Management, private landlords, Realtors) for program and agency needs to assist all clients in obtaining permanent supportive housing.
- Assists Housing Director with integrating housing services across the agency and works on multiply housing projects as needed.
- Provides intensive case management services, self-help groups/workshops, assistance with completing housing applications, as well as on-going guidance and education to clients as they transition into permanent supportive housing.
- Performs home visits, eviction prevention, budgeting, life skills coaching, and other housing retention services to support clients with sustaining permanent supportive housing.
- Documents client's progress related to their participation in housing and supportive services, intake and exit/discharges into the HMIS data system within required deadlines.
- Must demonstrate competence and effectively apply Harm Reduction, Trauma Informed Care and Housing First Philosophy, Motivational Interviewing (EBP), Strengthens-based Case Management, and Stages of Change in all interactions with client, including

assessments, individual and group sessions, and case management to maintain fidelity and standards of the Housing Department.

- Assists with coordinating and planning client events, speakers for groups, and securing donations.
- Coordinates, prepares, and maintains required charting and documentation in a timely and thorough manner.
- Tracks and generates required service match, quarterly home visits, monthly calendars, and additional programmatic and housing contractual reporting requirements as assigned.
- Able to serve a diverse client population and communicate effectively in a culturally competent manner. Staff will be an active participant in a multi-disciplinary treatment team, utilizing open and respectful communication, maintains solution focused, strengths based and client centered discussion with managers, co-workers and clients of HHCLA.
- Complies with weekly productivity requirements to ensure compliance with contractual and performance management requirements.
- Maintains client records according to HIPAA and adheres to all client confidentiality requirements and standards.
- Participates in the overall evaluation of program services and data collection for reporting by maintaining accurate information in program participant files.
- Attends and participates in supervision, staff meetings, conferences, workshops, special projects to provide input towards program development and staff training.
- Attends and participates in all required contractual, agency, and professional development trainings. Must complete 8 hours of HIV training on an annual basis.
- Represents the mission and philosophy of HHCLA to the community in relevant coalitions and advocacy efforts.
- Complies and maintains familiarity with HHCLA policies and procedures and other applicable regulations required by funding sources.
- Models HHCLA approach, mission and core values in all communication, correspondence, community events, coalitions and advocacy efforts.
- Reports to work on time and maintains reliable and regular attendance.
- Other duties as assigned

Required Qualifications:

- Master's Degree in the social services/human services field or Bachelor's degree in the social service/human services related field and 1+ years' experience working in housing and with culturally diverse populations, including co-occurring and homeless.
- Familiarity with the principles of harm reduction, housing first, Repaid Re-Housing, section 8 and HUD requirements as it applies in the city and county of Los Angeles.
- Strong written and oral communication skills.
- Ability to work under minimal supervision both independently and within a multi-disciplinary team.
- Possess strong time management skills and ability to multi-task.
- Ability to work under minimal supervision.
- Computer skills necessary to perform job duties required. Must possess a valid California Driver's License, properly registered vehicle and liability insurance.

Preferred Qualifications:

- Bilingual/bicultural.
- Ability to work in fast-paced, high energy environment.

Americans with Disabilities Act Specifications:

There is one flight of stairs that must be climbed to the 2nd floor located at the Beverly Site (2330 Beverly Blvd., Los Angeles, CA). There is no elevator access within the office. Qualifications may be subject to modification based on the Americans with Disabilities Act.

Application Procedure:

To be considered for this position, please email a detailed cover letter, with salary requirements, and a resume to aparnicky@hhcla.org. No phone calls please.

Homeless Health Care Los Angeles is an Equal Opportunity Employer.