

SPECIAL SERVICE FOR GROUPS  
JOB ANNOUNCEMENT

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**Title:** Case Manager

**Division:** Occupational Therapy Training Program

**FLSA:** Non-Exempt-Full Time

**Supervisor:** Program Manager/Division Director

**Pay Rate:** TBD

**Revised:** 10/17/2024

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**Summary**

Under the supervision of the Program Manager/Division Director, the Case Manager is responsible for but not limited to planning, facilitating, implementing, and coordinating case management services to adults.

**Essential Functions**

- Provide high quality Intensive Case Management to clients for permanent housing through Los Angeles County Department of Health Services Housing for Health.
- Have a client-centered approach and provide excellent customer service that is sensitive to the challenges that homeless persons with a range of medical and behavioral health issues face as they move into and maintain permanent supportive housing.
- Employ a “whatever it takes approach” to assist clients in their transition from homelessness to permanent housing.
- Intensive case management services shall include, but not limited to, the following authorized activities: outreach and engagement: intake and assessment: service planning: linkages to health, mental health, substance use disorder services and other supportive services and ongoing monitoring and follow-up; assistance with benefits establishment, transportation, and legal issues: crisis management; eviction prevention; client education; housing location services: coordination and collaboration with DHS partners; etc.
- Individual case management for clients as needed by exploring community resources, providing linkage, and referrals to ensure a continuous system of care including case management.
- Coordinate services with various public and private community health, mental health, and social service agencies to ensure appropriate services for clients.

Transport client(s) to connect with necessary community resources

- Participate, coordinate and implement cooperative arrangements and/or team conferences with various inter-disciplinary team members in the development and implementation of client’s treatment plan and aftercare plan.
- Maintain and submit records in a timely manner, per SSG guidelines
- Maintain and update client’s files and documentation in accordance with DHS guidelines.
- Regular attendance required
- Overtime, holiday or weekend work may be required

Perform other tasks and responsibilities as assigned by the Program Supervisor and/or Director

**Secondary Functions**

- Provide consultation to agencies and constituents of the community as appropriate
- Assist with other program activities as pertinent

**Minimum Qualifications**

- Social Work/mental health related bachelor’s degree
- High school diploma with a minimum of two years of experience providing direct mental health or intensive care management services, unless otherwise approved by the County.
- Verification of employment eligibility and background check
- Must not be on any type of legal supervision (probation or parole)
- Must have own transportation, valid California Driver’s License, and proof of automobile insurance coverage.
- Full COVID-19 vaccination (2 weeks from last vaccination dose to be considered fully vaccinated)

- Maintain and uphold the Agency mission statement, values, policies, procedures, and principles

**Non-Essential Qualifications** (optional) - Knowledge, Skills and Abilities

- Preferred Bachelor's degree in mental health related field from an accredited college or university.
- Preferred one year of direct service experience in a hospital or mental health setting which has an interdisciplinary team approach.

**Supervisory Responsibilities**

None

**Environmental Conditions**

Job duties are to be performed both in office and field settings.

**Physical Requirements**

The employee is expected to drive, sit, stand, walk, carry a maximum of 20lbs, listen, and speak in order to complete job requirements.

**Mental Requirements**

The employee must be able to handle any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

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Please submit cover letter and resume to e-mail  
Post Date: 10/17/24 End Date: 10/31/24