

SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT

Title: Case Manager

Division: Occupational Therapy Training Program

FLSA: Non-Exempt-Full Time

Supervisor: Program Manager/Division Director

Pay Rate: TBD

Revised: 1/22/2025

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: 1/22/2025 End Date: 2/5/25