



Position: On-Call Case Manager
Department: Programs

OPCC and Lamp Community are now one.

Summary

This position may supervise members during one or more of the following shifts:

- Any day Sunday through Saturday, 8AM to 4:30PM; 2:30PM to 11PM; 5PM to 11PM;
- 11PM to 7:30AM; or 11:30PM to 8AM
- 7AM to 5PM Saturday and Sunday
- 5PM to 11PM Saturday and Sunday

Essential Duties and Responsibilities

1. Perform regular rounds of the facility each hour in collaboration with Security to ensure safety of members and compliance with facility rules
2. Develop effective, trusting relationships with members, with a focus on facilitating independence and maintenance of improved physical and mental health
3. Assist management and other staff with program evaluation and modification and with fairly and effectively enforcing policies and rules
4. Assist in involving members in daily activities and scheduled appointments, budgeting, facilitating socialization, health maintenance, sense of community, and progress in recovery
5. Assist with serving breakfast/lunch/dinner depending on shift schedule
6. Work cooperatively and cohesively with other members of the staff team
7. Learn and utilize client database software and incident reporting
8. Maintain up to date, accurate, and complete data and progress notes as required by the program and its funding sources
9. Assure that all member paperwork and data collections is complete and up to date in database

Qualifications

1. High School diploma or GED and some college coursework; Associates or Bachelor's degree preferred
2. Minimum of two years' experience working with homeless individuals, preferably those living with mental illness and or substance addictions, or an equivalent combination of education and experience
3. Detail oriented with basic time management, organizational, written, verbal, and computer skills
4. Able to obtain and maintain CPR/1st Aid certification
5. Willing and able to work the regular shift assigned and/or willing and able to work on an as-needed basis with short notice
6. Bilingual Spanish preferred

OPCC and Lamp Community 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. 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