



Position: Client Attendant, Part-Time
Department: Cloverfield Services Center

OPCC and Lamp Community are now one.

Summary

The Client Attendant will work with and supervise clients at Cloverfield on both Saturday and Sunday 7AM-3:30PM

Essential Duties and Responsibilities

1. Develop effective, trusting relationships with clients using a client-centered approach that includes motivational interviewing and harm reduction
2. Lock down and open up facility
3. Check in after-hours guests, monitor guest activity, and respond to guests needs
4. Perform crisis intervention and assist guests in emergency situations
5. Wake up guests and conduct regular bed checks
6. Supervise guest meals and chores
7. Respond to guests needs and document guest activity in staff log
8. Refer guests back to their Case Manager as needed
9. Co-facilitate or monitor activities
10. Enforce house rules fairly and consistently
11. Prep, serve, and supervise meals and clean up kitchen
12. Work with volunteers in the facility
13. Enforce house rules fairly and consistently

Qualifications

1. High School diploma or GED; or one year's experience working with homeless individuals, preferably those living with mental illness and/or substance addictions, or an equivalent combination of education and experience
2. Able to read and write English
3. Able to make one two-hour team meeting each month and periodic team retreats throughout the year
4. Able to work in a high tolerance Harm Reduction model with Members who have multiple barriers
5. Skilled in non-violent crisis intervention
6. Able to work as a team with partner(s) and communicate guest interactions to day and weekend staff
7. Able to obtain and maintain food handling certificate

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