

Special Service For Groups – Asian Pacific Counseling & Treatment Centers

JOB ANNOUNCEMENT

Position: HOUSING CASE MANAGER

Location: Wilshire Center (travel within Los Angeles County required)

SUMMARY OF DUTIES:

Under the direction of a Qualified Mental Health Professional, the Housing Case Manager is responsible for providing bilingual and bicultural housing case management services to all clients of the Housing Program. Basic duties are: assessment, linking, monitoring, and assistance in independent living, crisis intervention, and advocacy.

RESPONSIBILITIES:

- Assess client's housing needs, current functioning and potential for independent living.
- Assist qualified clients in completing applications for housing assistance.
- Follow-up on applications until approval by the Housing Authority of Los Angeles or other authorized body.
- Assist clients in finding suitable housing, completing rental application and moving into the apartment.
- Assist client in establishing achievable independent living goals.
- Monitor and document client's progress towards independent living goal in the client's record and communicate this to the treatment team.
- With the client's consent, work with families and other service providers to provide comprehensive care.
- Conduct various individual and group activities to assist clients in their rehabilitation and recovery including providing transportation in the agency van.
- Teach clients daily living skills and assist in managing problems of daily living.
- Use non-violent crisis intervention to manage a crisis.
- Teach clients self- advocacy and/or advocate for client when necessary.
- Provide services in the field.
- Attend regular supervision with the Qualified Mental Health Professional.
- Attend psychosocial rehabilitation team and housing team meetings.
- Attend training required for the safe and competent performance of the job.

QUALIFICATIONS:

- Bachelor's degree from an accredited college with specialization in psychology, social work or related field.
- One or two years experience in mental health or related field preferred.
- Bilingual and bicultural in one of the following: Chinese or Korean
- Knowledge and ability to work with intergenerational and multi-ethnic Asian Pacific populations.
- Ability to function as a member of an inter-disciplinary team.
- Computer Literacy – ability to use MS Office, Outlook, Adobe programs, Electronic Health Record Software and any other relevant computer programs that are necessary to fulfill the required job duties.
- Must have a valid California driver license, car insurance and reliable transportation. Proof must be submitted.
- Eligibility of employment. Proof must be submitted.
- Background check will be required.

Submit cover letter and resume to:
employment@apctc.org