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

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