



JOB ANNOUNCEMENT

Position Title: Homeless Outreach/ Case Manager

Program: Adult Alcohol and Drug Services Program

Classification: Non-exempt, Full Time

Salary: \$16.50-\$18.00 per hour; Commensurate with Experience

Summary and Range of Authority: The Union of Pan Asian Communities (UPAC) Alcohol and Drug Treatment Program is funded through a contract with the County of San Diego Alcohol and Drug Services. Under the supervision of the Program Supervisor, the Homeless Outreach/ Case Manager functions as a member of adult alcohol and drug treatment team and provides culturally and linguistically appropriate case management services to program participants and homeless individuals.

Essential Duties and Responsibilities:

- Provide homeless outreach, engagement and short-term case management services to individuals who are homeless and who may have, or are at risk of having, a co-occurring mental health disorder.
- Provide bio-psychosocial assessment, short-term case management (average length of stay- six months), and linkages to substance abuse, mental health, physical health, social services, housing, benefits, education/employment services, and other mainstream health and human resources as appropriate.
- Provide street and field-based outreach services that shall be conducted in areas where the homeless are known to congregate including but not limited to local libraries in the HHSA region the Contractor serves.
- Collaborate with providers of services to the homeless in the HHSA region that the Contractor serves.
- Collect data for each contact and make quarterly report using the County of San Diego Homeless Outreach Worker Data Collection Requirements.
- Assess homeless individuals and determine housing needs by utilizing the Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT).
- Enter VI-SPDAT information into the Homeless Management Information System (HMIS), which will be utilized by the Coordinated Assessment and Housing Placement (CAHP) system to connect homeless individuals with the most appropriate available housing options.
- Attend HMIS training and participate in HMIS data gathering activities as directed by Program Supervisor.
- Provide support to alcohol and drug counselors on client case management through referrals, formal and informal case conferences and discussion.
- Provide case management sessions to clients in need through group, individual, and family settings.
- Provide support to alcohol and drug counselors through gender specific UA test monitoring.
- Complete all required documents and progress notes accurately and in a timely fashion;
- Work collaboratively as a member of the multi-disciplinary team.
- Participate in staff meetings, case conferences, training, and treatment reviews.
- Other duties and responsibilities as assigned by Program Supervisor.

Required Education, Certifications/Licenses and Language/Cultural Skills:

- Bachelor's degree in relevant social services field (e.g., psychology, social work, counseling).

Minimum Experience and Qualifications Required:

- Must have knowledge or experience serving the homeless population or field-based case management.
- Must have flexibility to work some evening and weekend hours during scheduled client activities.
- Must be free of probation or parole supervision for a minimum of one year.
- Ability to work well under pressure.
- Excellent written and verbal communication skills.
- Ability to establish and maintain supportive relationship with clients from diverse cultural backgrounds.
- Ability to work effectively with various referral sources including probation officers.
- Ability to function well as a member of an interdisciplinary team.
- Knowledge and experience in the principles of effective alcohol and drug treatment theories and approaches.
- Ability to provide crisis intervention, outreach, education, advocacy, community organization and follow-up services.
- Excellent organizational and time management skills as well as attention to detail.
- Ability to manage multiple tasks simultaneously, prioritize, and successfully bring them to fruition.
- Ability to effectively collaborate with PEI Mental Health Counselor for co-occurring mental health prevention and early intervention services.
- Ability to maintain strict confidentiality regarding sensitive or proprietary information or materials.
- Must have certified First Aid and CPR training (including infant CPR) within three (3) months of the date of hire.
- Must demonstrate intermediate level of computer literacy and experience using office productivity software i.e. Microsoft Word, Excel, Power Point, Internet browsers, and Outlook.
- Must pass background check (Live Scan Fingerprint).
- Must pass drug test (results shall be negative for all illegal drug use including marijuana).
- Must have TB clearance.
- Must be able to drive for business purposes to other program locations in San Diego County.
- Must have a valid California driver's license and comprehensive automobile insurance coverage, as required by law.
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration and/or the Department of Health and Human Services of the Inspector General.

Additional Preferred Education or Qualifications:

- Knowledge and experience in the fields of substance abuse in multi-cultural settings preferred.
- Bilingual, bicultural in an Asian and/or Pacific Islander language.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Spends approximately 70% of work time sitting and meeting with others or working at a desk and/or computer. Spends approximately 30% of work time standing or walking within the work area or outside the office at meetings and events, also bends, twists, stoops and reaches. Ability to communicate in writing and verbally. Regularly required to sit, bend, talk and hear. Frequently is required to use hands to touch, handle or feel and reach with hands and arms. Occasionally lifts and/or moves up to 25 pounds. Working conditions are normal for an office environment and event venues. The noise level is usually moderate.

Mail, fax, or email your resume to:
UPAC HR DEPARTMENT
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San Diego, CA 92102
Fax: 619-232-4113
Email: upacjobs@upacsd.com