



**Position:** Case Manager III  
**Department:** Children, Youth, and Families Services  
**Salary:** \$15.00/hour  
**Status:** 100%, Full-Time, Non-Exempt, Union  
**Probation:** 90 days  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B Retirement plan.

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### **JOB SUMMARY:**

The Case Manager will work with people experiencing homelessness and transitionally housed clients to develop short and long term case plans to address housing, employment, educational, health, and social needs. They will also provide intensive case management, support and guidance to clients in implementation of their case plans.

### **ESSENTIAL FUNCTIONS:**

- 1) Conduct intakes and assessments with new clients;
- 2) Provide crisis counseling when necessary;
- 3) Develop short term case plans for clients to meet their immediate or urgent needs; Work with all clients in developing their case plans to meet their medium and longer term goals
- 4) Provide appropriate referrals and serve as an advocate for client with other agencies; provide support to clients in applying for GR and SSI;
- 5) Provide support and guidance to clients in implementation of their case plans, using harm reduction and trauma informed models and working with the team to support the case plans;
- 6) Provide intensive case management to clients as appropriate including working with outside agencies, such as DMH, to secure “full service partnership” and/or “wrap around services” for clients;
- 7) Maintain complete and accurate files on all clients and document all services provided utilizing Youth Services data base system;
- 8) Prepare monthly reports in an accurate and timely fashion;
- 9) Participate in the implementation and facilitation of group development for youth; participate in the implementation of social recreational activities for youth;
- 10) Attend in-service training as required;
- 11) Participate in staff meetings, planning meetings and other meetings as needed;
- 12) Other duties as assigned.

### **JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) 6-8 years’ experience or equivalent education in psychology, sociology or related field.
- 2) 2 – 4 years’ experience in case management, counseling, or related experience;
- 3) 1 – 2 years’ experience providing direct services to high risk youth including counseling and advocacy;
- 4) 2+ years’ experience in social services;
- 5) Current CPR certificate
- 6) Knowledge of Social Service resources for LGBT youth experiencing homelessness and at-risk of experiencing homelessness;
- 7) Working knowledge of Trauma Informed Service Model;
- 8) Sensitive to the needs of gay, lesbian, bi-sexual, and transgender youth from a wide range of backgrounds;
- 9) Bilingual strongly preferred;
- 10) Good verbal and written communication skills, including organizational, detail and interpersonal skills;
- 11) Must have reliable transportation, valid California driver’s license and proof of current insurance;
- 12) Computer skills and knowledge including word processing, database operations, spreadsheets, and other software systems;
- 13) Demonstrated ability to work effectively with men and women of diverse races, ethnicities, ages, gender identities, and sexual orientations in a multi-cultural environment;

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

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E-mail resume and cover letter as a word attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org) website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)  
Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028