



City of Culver City

Case Manager/ Outreach Worker

SALARY \$6,485.47 - \$7,916.27 Monthly

\$77,825.70 - \$94,995.26 Annually

LOCATION 9770 Culver Blvd, Culver City
CA 90232, CA**JOB TYPE** Full-Time**JOB NUMBER****DEPARTMENT** Housing & Human Services**DIVISION** Housing**OPENING DATE** TBD**CLOSING DATE** TBD

THE CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 800+ employees with an overall operating budget of over \$368 million. The City provides a full range of municipal services including its own Fire, Police, Housing & Human Services, Public Works, Parks, Recreation, and Community Services, Planning & Development, and Transportation services. We offer a comprehensive benefits package to eligible employees. To learn more, please refer to the [Culver City Employee Association MOU](#) ([Download PDF reader](#)) and the City's [Benefits Overview Guide](#)

THE POSITION

This position is responsible for performs responsible case management and Homeless outreach services in public health programs.

1. Provides mental health and substance use counseling for individuals who are experiencing a mental health emergency or substance use.
2. Provides street-based crisis intervention, homeless outreach, navigation, and supportive services to individuals experiencing homelessness, mental health challenges and issues with substance use.
3. Counsels clients in individual and group settings to help them overcome dependencies, recover from illness and/or adjust to life and short-term situations.
4. Conducts client intake and assessment, evaluating the client's needs and resources.
5. Develops and assists in implementing on-going client service plans.
6. Establishes lines of communication between the Department of Mental Health, law enforcement and the community.
7. Provides case management services, including referrals to community resources that will assist clients with housing programs and in addressing physical and mental health.

8. Document's client contacts and follow-up activities. Maintains case files and required reporting documentation. Enters data into the Homeless Management Information System (HMIS).
9. Conducts home visits for safety and health evaluations. Provides educational sessions to clients and/or community members about mental, social, health, abuse and/or available community resources.
10. Performs daily wellness checks and follows up on existing clients and new referrals.
11. Performs a daily safety check and routine servicing of assigned vehicles. Identifies maintenance or repair needs of assigned vehicle and reports these needs to a supervisor.
12. Transports clients in a van to various locations in a safe manner and in accordance with the California Vehicle Code, observing all safety and traffic regulations.
13. Performs other duties as assigned.

Minimum Requirements – Education and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a bachelor's degree from an accredited college or university in social work, counseling, psychology, public administration or a closely related field and at least two (2) years of experience in social work in a social service or health care setting. A master's degree is desirable.

Licenses and Certificates:

- Possession of a valid California Class C driver's license

EXAMINATION PROCEDURES

Applicants must receive a passing score on all examination components for placement on the eligible list.

- **Written Test (weighted at 40%):** Consists of Assessment Test and Written Exercise (Tentatively scheduled for the week of TBD)
- **Oral Appraisal Interview (weighted at 60%):** Evaluates education, training, and personal qualifications. (Tentatively scheduled for the week of TBD).

The selection process will include the following to determine suitability for the position:

Selection Interview with the Housing & Human Services Department Background and Reference check, including Live Scan fingerprinting, Medical Examination; candidates must pass a pre-placement medical examination, which will include a drug screen. A positive pre-placement drug test, refusal or failure to test may result in rejection of the candidate.

ADDITIONAL INFORMATION

The provisions of this job posting do not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice. Continuation in the examination process and subsequent determination of eligibility of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Employment Opportunity

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

- **Background/ Reference Check:** Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.
- **Pre-placement medical evaluation** including drug screen.
- **E-Verify:** Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days