

Attachment 2 - SJC Contract Expansion

Table 2.

EXPANDED CULVER CITY SJC OUTREACH PROGRAM		
<i>Monday - 8AM – 4PM</i> <i>Tuesday through Friday - 7:30AM – 10PM</i> <i>Saturday - 2PM – 10PM</i>		
Outreach Team Staff:	Staff Time (FTE)	Description of Duties
Division Manager	.12	Not supported through current contract; St. Joseph Center provided this position as in-kind service.
Program Manager	.19	Provides day-to-day supervision and direction to street-based engagement operations and provides leadership to all street-based engagement staff. The Program Manager will help in case conferencing with the street-based engagement staff to discuss solution-oriented outcomes to any barriers that may arise. Ensures program goals and outcomes are tracked and reported to Culver City and Director of Outreach on a regular basis. Develops and maintains strong ties to the community, law enforcement, and other homeless service providers.
Mental Health Specialist	1.0	Provides case management services to clients, including street-based mental health assessments, linkages and supports by building trust and rapport. Creates and implements service plan goals, emphasizing coordinated strategies for addressing mental health/substance abuse issues, medication management, and other factors that can impede a successful transition to longer term services. Accompanies clients to appointments (when necessary), assists with gathering of pertinent documentation, provides referrals and warm-handoffs to appropriate services.
Case Manager	1.0	Provides case management services to client including street-based assessments, linkages and supports. Accompanies clients to appointments (when necessary), assists with gathering of pertinent documentation, provides referrals and warm-handoffs to appropriate services.
Peer Advocate	1.0	This staff has duties similar to the Case Manager, but brings the lens of lived experience of homelessness to the team. Provides case management services to client including street-based assessments, linkages and support. Accompanies clients to appointments (when necessary), assists with gathering of pertinent documentation, provides referrals and warm-handoffs to appropriate services.
Mental Health Specialist	1.0	Provides case management services to clients, including street-based mental health assessments, linkages and supports by building trust and rapport. Creates and implements service plan goals, emphasizing coordinated strategies for addressing mental health/substance abuse issues, medication management, and other factors that can impede a successful transition to longer term services. Accompanies clients to appointments (when necessary), assists with gathering of pertinent documentation, provides referrals and warm-handoffs to appropriate services.
Case Manager	1.0	Provides case management services to client including street-based assessments, linkages and supports. Accompanies clients to appointments (when necessary), assists with gathering of pertinent documentation, provides referrals and warm-handoffs to appropriate services.
Peer Advocate	1.0	This staff has duties similar to the Case Manager, but brings the lens of lived experience of homelessness to the team. Provides case management services to client including street-based assessments, linkages and support. Accompanies clients to appointments (when necessary), assists with gathering of pertinent documentation, provides referrals and warm-handoffs to appropriate services.
Data Specialist	.10	Provides program data support and technical assistance to ensure data integrity of information being entered into database system. Assists with aggregating data for both internal and external reporting.
Quality Assurance	.10	Provides overall quality assurance for program, provides training, assists with internal review of client documentation, ensures compliance with all HIPAA standards and best practices.

Note: Sections depicted in yellow reflect new positions or positions provided in-kind.