

CULVER CITY SAFE SLEEPING

Urban Alchemy

Staffing Descriptions

Director of Operations - The Director of Operations is responsible for executing and managing major contract/grant-funded projects or a set of projects that address the needs of vulnerable people and the urban areas they inhabit. The Director will provide advanced operational leadership in the management of projects, assist with new program development, and provide day-to-day guidance to their direct reports and other staff. The Director will oversee operational budgets and be involved in the planning and assessment of projects. In addition, the Director will represent program activities at the local, county, and state levels as well as liaise with public officials and funders. The projects managed by the Director are key to the success and growth trajectory of Urban Alchemy and the Director of Operations holds the responsibility of executing Urban Alchemy's mission of transforming people and places through respect, compassion, and love.

Project Director - The Project Director is an essential partner to the Department Director who assists to provide operational oversight of their assigned project worksite and provide day-to-day guidance to their direct reports. The Project Director ensures onsite operations meet established operational standards and objectives. The Project Director also ensures that guidelines are enforced using an engaging and effective tone with an eye for seeking beneficial resolutions for community members or guests and Urban Alchemy.

Project Deputy Director - The Project Deputy Director is an essential partner to the Project Director who assists to provide operational oversight of their assigned project worksite and provide day-to-day guidance to their direct reports. The Project Deputy Director ensures onsite operations meet established operational standards and objectives. The Project Deputy Director also ensures that guidelines are enforced using an engaging and effective tone with an eye for seeking beneficial resolutions for community members or guests and Urban Alchemy.

Residential Supervisor - The Residential Supervisor is an essential partner to the Project Director or Project Deputy Director to provide operational oversight of the residential site. The Supervisor ensures the residential site is managed following established operational standards and objectives. The Supervisor also ensures guests are afforded a secure, warm and comfortable environment. In addition, the Supervisor oversees attendance of Residential Practitioners and ensures they are in uniform.

Residential Practitioner - The Residential Practitioner provides outstanding care and customer service to guests of Urban Alchemy residential sites. The Practitioner is expected to engage with guests to create a warm and comfortable setting. They are responsible for a variety of tasks including checking in guests, helping ensure compliance with community guidelines, resolving guest concerns and complaints, performing wellness checks, monitoring the facility, ensuring the health and safety of all guests, de-escalating tense situations, and responding to emergencies.

Care Coordinator Practitioner - The Care Coordination Practitioner uses the housing first model and trauma-informed care approach to help adults experiencing homelessness. They conduct assessments and help guests establish and achieve their short and long-term goals. The Practitioner works with guests to address immediate needs such as shelter, healthcare, education, employment, benefits, and counseling. They also help guests find long-term housing and connect them to resources to help maintain their housing and achieve self-sufficiency. The Practitioner makes referrals to services, advocates for guests, coordinates assistance, and occasionally accompanies guests to appointments.