

## Watts Labor Community Action Committee (WLCAC)

Reentry Community Health Worker – Department of Family Services -Reentry DHS

FLSA Status: Nonexempt

Salary/FTE: \$39,520 - \$48,760 @ 100% FTE

### JOB SUMMARY

This position will conduct assessments with participants to collect functional, environmental, employment, housing, educational, and health information, as appropriate, to develop a case plan. Provides pre and post release/transitional services; assists with data collection to enter into the CHAMP database; provides supportive counseling and advocacy for individuals; provides crisis intervention, if needed. Works with participants that are experiencing a variety of psychiatric, medical and social problems by motivating behavioral changes among enrolled participants

### ESSENTIAL DUTIES AND RESPONSIBILITIES\*\*

Maintains all case files/records; in physical files and in CHAMP system; completes all required documentation, care plans and case notes as requested; and responds to regulatory agencies in accordance with federal, state, and county. Develops and maintains inter-agency and community relationships. Meets with clients on a regular basis to establish goals, and action steps towards those goals, and to monitor and assess progress towards achieving permanent housing goals. Communicates with property owners and familiarize them with DHS, program and community resources to assist both tenants and property owners in the event of potential problems leading to eviction.

Ensure clients are linked to and accessing health, mental health and substance use disorder services as needed including assisting clients with establishing permanent housing. Assist clients with maintaining medication and treatment regimens including accompanying clients to appointments with health, mental health and /or other care providers. Assist clients with obtaining income and /or establishing benefits. This includes coordinating the completion and submission of applications for health insurance benefits (e.g. Medi-Cal, Medicare, etc.) disability benefits (e.g. Supplemental Security Income (SSI), Supplemental Security Disability Income (SSDI)); and other resources of financial assistance, (e.g... Unemployment, General Relief (GR). Provide advocacy on behalf of clients, as appropriate.

Assist clients with obtaining permanent housing and conduct bi-monthly (minimum) home visits after client are housed. Ensure clients have food resources and if they are not eligible for benefits transport them to local food banks and /or deliver groceries. Ensure clients are represented in court and at probation, Active liaison between client and all supportive service providers (probation, property owner, court, primary care doctor, mental health care provider, etc.). Transport clients to DMV, DPSS, doctor's appointments and mental health appointments.

Conduct initial intake and assessments, Develop individual service plan, Documentation related to accessing and obtaining housing, benefits, and other services, Documentation of legal issues and all correspondences and notices, Documentation of client housing stability status and retention in permanent housing

### Requirements:

- Lived experience preferred ( incarceration, justice involved)
- At least 3 year of experience in case management in re-entry, housing, benefits or job development
- At least 3 years of experience with the target population
- Valid California driver's license, auto insurance and have reliable transportation
- CHAMP database system experience

Knowledge of community resources in area of residence; Comfortable working with diverse populations including formerly incarcerated individuals, undocumented individuals, LGBT populations, communities of color, and those experiencing homelessness, substance abuse, and/or mental illness;

Exceptional ability to connect and engage with people; Good oral and written communication skills; Detail oriented, organized and possess exceptional time management skills; Able to work flexible job hours; Willingness to work in various environments, including jail settings, street outreach, home visits, homeless encampments and/or shelters;

Prior experience working with incarcerated individuals and/or homeless individuals is desirable, Valid CA Driver's License and car required with auto insurance to carry out job-related essential functions. Working experience on HMIS and CHAMP database systems.

Benefits Package included: Life Insurance \$10,000

Benefits Package Options: Health, Dental, Vision, 401K (VOYA), Life Insurance and AFLAC

For more information: Sheila Thomas (sthomas@wlcac.org)