SUMMARY OF THE ORGANIZATION

LA Family Housing is a leader in homeless services and affordable housing development in Los Angeles. We believe that everyone deserves the dignity of a home and are invested in innovative solutions to ensure their long-term stability. With 35 years of experience, we know what works to end homelessness in people’s lives: an individualized approach that combines housing options with supportive services. Our commitment to best practice impacts 11,000 people each year, and our community-based approach allows us to influence how homelessness is addressed in Los Angeles and nationwide. Our growing portfolio of 26+ properties enables vulnerable groups to have access to permanent homes, and our services help them overcome their barriers to overall well-being.

We take tremendous pride in the emergence of our staff as national leaders in innovation, best practices, and policy within housing production and homeless services. From presenting at national conferences to facilitating service collaboration among providers in other regions, we equip our industry to effectively respond to homelessness and ultimately move more people home, together. Join the fight to end homelessness and make a difference in people’s lives at LA Family Housing!

SUMMARY OF RESPONSIBILITIES

The Substance Abuse Specialist II is responsible for providing field-based substance use disorder assessments, service referrals, and follow-up referral/service tracking to homeless single adults living on the streets of Service Planning Area (SPA) 2. Duties include: work within the Street-based Engagement Team (SBET) to assess and provide needed substance use treatment referrals and crisis intervention, maintain thorough and accurate records in both written form and through the Homeless Management Information System (HMIS), provide follow-up services as needed, and collaborate closely with various community agencies and programs that provide inpatient and outpatient substance use treatment to better assist in expediting service linkage. In addition, the position must harness and maintain community relationships with relevant service providers to increase system coordination in Outreach efforts.

SPECIFIC DUTIES

- Provide mobile, field-based outreach to homeless single adults living on the streets of SPA 2
- Motivate homeless individuals to engage in outreach services and associated community referrals that promote well-being by building rapport & providing emotional support to participants
• Create relationships with substance use treatment providers and develop the referral process; maintain a resource listing of substance use disorder services for those engaged through the SBET
• Utilize “Harm Reduction” & “Housing First” philosophies when working with homeless individuals
• Ensure that persons with a substance use disorder or substance use symptoms are identified; work with the individuals to develop a substance use treatment and/or referral plan, if desired
• Screen for substance use symptoms in homeless individuals suspected of using substances, and use Harm Reduction principles in assisting in treatment and referral planning to decrease substance use, address relapse prevention, or address other risky behaviors that impede the participant’s well-being
• Work with the SBET to ensure that persons experiencing substance use issues are linked to substance use treatment programs and/or detox services based on level of need
• Follow up to ensure that referrals are completed; provide advocacy as needed
• Responsible for providing insight and knowledge of substance use-related disorders to outreach team members
• Must maintain thorough and accurate records in both written form and through HMIS
• Coordinate program department activities as directed by supervisor. Attend various regular staff, agency and community meetings as designated by supervisor
• Drive personal vehicle in and around Los Angeles County and drive agency vehicles periodically to transport clients
• Additional tasks, projects, and responsibilities as assigned by supervisor

ACCOUNTABILITY AND REVIEW

Position reports to: Outreach Team Manager
Performance review: Annual

DIRECT REPORTS

Number of employees receiving work direction: Zero (0)
Position titles reporting to position: Zero (0)

MINIMUM QUALIFICATIONS

KNOWLEDGE AND SKILLS
• Passion for ending homelessness
• Knowledge and experience in conducting field-based services; understanding of the Coordinated Entry System (CES) and its overarching goal of achieving “functional zero” for those experiencing homelessness
• Extensive knowledge of issues facing homeless single adults (e.g. chronic health, substance abuse, mental health, domestic abuse, resources for undocumented persons)
• Knowledge of “harm reduction” and “housing first” philosophies
• Knowledge of various Substance Use Disorders according to DSM-5 required
• Must be able to perform extensive charting, electronic data entry, and documentation
• Clinical experience in working with individuals with multiple diagnoses including substance use, mental illness, and/or physical illness
• Availability to work after hours for crisis calls and/or disaster response
• Manage emotionally charged situations by providing crisis intervention in a field-based environment
• Experience working with a multidisciplinary team
• Excellent written and verbal communication and interpersonal skills
• Ability to be flexible and work in an environment subject to ongoing change
• Bilingual: Spanish/English a plus
• Obtain and maintain CPR/First Aid Certification
• Ability to pass post-offer Tuberculosis (TB) clearances
• Travel is a regular duty for this position and is required 30% of the time
• Must have and maintain a valid California Driver’s License and insurance in good standing
• Use of a personal vehicle to travel between worksites and other locations is required
• Ability to work a 9/80 work schedule

EDUCATION AND EXPERIENCE
• High School diploma or GED
• Registration from CADAC or CAADE, or related accreditation required
• Four (4) years of experience working with homeless or low-income population

EMPLOYMENT CLASSIFICATION

FLSA Status: Hourly
Payroll Status: Non-Exempt
Work Schedule: Full-Time

PHYSICAL DEMANDS, ENVIRONMENTAL CONDITIONS, EQUIPMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Employee may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves. The employee may experience a number of unpleasant sensory demands associated with the client’s use of alcohol and drugs, and the lack of personal care. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations. Employee is required to:

Walk and climb stairs; Handle, finger, grasp and feel objects and equipment; Reach with hands and arms; Communicate, receive and exchange ideas, information by means of the spoken and written
The above statements are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.

- Dignity
- Perseverance
- Collaboration
- Leadership

word; Be mobile by moving oneself from place to place quickly and easily; Repeat various motions with the wrists, hands and fingers; Be able to have visual activity for (including, but not limited to) administrative and clerical tasks; Drive personal vehicle in and around Los Angeles County and periodically transport clients; Be able to enter various buildings that may require climbing stairs. Be subjected to outside environmental conditions. Use a personal and/or laptop computer, copy, postage and fax machines. Complete all required forms in personal writing.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If you require an accommodation, please make sure to inform the Human Resources Department by the first week of employment. If an accommodation is not required at the time of employment, but is later required, you must inform the Human Resources Department of the need for accommodation at the time it is needed.

BENEFITS


EQUAL EMPLOYMENT OPPORTUNITY

LAFH provides equal employment opportunities to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or any other characteristic protected by federal, state or local laws.

FAIR CHANCE INITIATIVE

LAFH is in compliance with the Fair Chance Initiative for hiring and will consider qualified applicants with criminal histories.

HOW TO APPLY

Email your resume and cover letter to HR@lafh.org