**Case Manager**

**PRIMARY RESPONSIBILITIES:**

- Assign, register and process clients through all phases with DPSS and other agencies. Assist clients with forms, applications and other paperwork required by agencies and service organizations. Assist/prepare reports for various regulatory agencies and/or internal departments.
- Collaboration and coordination with Case Management services, to include developing housing, employment training resources, advocacy of criminal justice system and developing discharge plans.
- Provide group and individual counseling and required documentation within required/specified timeframe.
- Document, maintain and review client files, applying quality assurance criteria.
- Other duties as assigned.

**KEY REQUIREMENTS:**

- High school diploma or equivalent. Bachelor’s degree in Social Services preferred.
- Certified or Registered Substance Abuse Counselor (with DHCS approved certifying organization).
- Two years minimum experience as an AOD Counselor or equivalent position in a substance recovery program.
- Previous experience working with HIV/AIDS patients or patients with co-occurring disorders in a clinic setting.

**Immediate Hiring**
**Temporary Position**

**Please Contact:**

**Michelle Bedell**  
Administrative Assistant, House of Uhuru  
Watts Healthcare Corporation  
323.568.5416 – direct (9:00am – 5:30pm M-F)  
323.752.8031 – fax  
E-mail: michelle.bedell@houseofuhuru.org  
Website: www.houseofuhuru.org & www.wattshealth.org
Senior Case Manager of Substance Abuse Programs

**Primary Responsibilities:**
- Pre-registration/Assessment/Verify eligibility. Supervise and/or complete the intake of clients in the programs. Conduct intakes on an as needed basis. Intake follow-up.
- Assign, register and process clients through all phases with DPSSS and other agencies. Assist clients with forms, applications and other paperwork required by agencies and service organizations. Assist/prepare reports for various regulatory agencies and/or internal departments.
- Collaboration and coordination with Case Management services, to include developing housing, employment training resources and developing discharge plans.
- Provide leadership and assist in coordinating staff schedules. Processing vacation schedules and leave requests.
- Attend and participate with meetings as requested and/or required (internal and external) with County funding sources/partners and other community stakeholders.
- Supervise the maintenance of records on clients enrolled in Outpatient and Inpatient programs.
- Other duties as assigned.

**Key Requirements:**
- Bachelor’s degree in Social Services preferred.
- Certified or Registered Substance Abuse Counselor (with DHCS approved certifying organization).
- Three years minimum experience as an AOD Counselor or equivalent position in a substance abuse recovery program.
- Familiar with state and local alcohol/drug mental health issues and regulations.

Immediate Hiring

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Michelle Bedell  
Administrative Assistant, House of Uhuru  
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323.752.8031 – fax  
E-mail: michelle.bedell@houseofuhuru.org  
Website: [www.houseofuhuru.org](http://www.houseofuhuru.org) & [www.wattshealth.org](http://www.wattshealth.org)
Intake Assessment Specialist

**PRIMARY RESPONSIBILITIES:**

- Pre-registration, clinical assessment and verify eligibility. Supervise and complete the intake of patients into the programs and manage follow ups.
- Assign, register and process clients through all phases with County agencies, such as DPSS and other entities. Assist clients with forms, applications and other paperwork required by agencies and service organizations. Assist and prepare reports for various regulatory agencies and internal departments.
- Document all patient contact in the appropriate electronic health record system.
- Attend and participate with meetings as requested/required with county funding sources and other community stakeholders.
- Supervise the maintenance of admission records on clients enrolled in outpatient and inpatient programs.
- Other duties as assigned.

**KEY REQUIREMENTS:**

- Bachelor’s degree in Social Services preferred.
- Certified or Registered Substance Abuse Counselor (with DHCS approved certifying organization).
- Three years (3) minimum experience as an AOD Counselor or equivalent position in a substance abuse recovery program.

Immediate Hiring

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COUNSELOR I

PRIMARY RESPONSIBILITIES:

- Interview clients for intake work-ups and social history.
- Assume responsibility for a full caseload of clients with regularly scheduled counseling appointments.
- Provide case management and individual counseling services to clients and family.
- Collect and document submission of urine samples.
- Knowledge of HIV/AIDS counseling.
- Responsible for providing substance abuse counseling and rehabilitation services under the direction of the Supervising Counselor.
- Other duties as assigned.

KEY REQUIREMENTS:

- High school diploma or GED.
- Certificate in substance abuse counseling with a DHCS approved certifying organization.
- MINIMUM of one (1) year experience as a counselor or equivalent position in substance abuse recovery program.

SEIU 721 Position (Union)
Immediate Hiring

Please Contact:

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323.752.8031 – fax
E-mail: michelle.bedell@houseofuhuru.org
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