



2/3/2012

## ADMINISTRATION

### Administrative Assistant

#### Responsibilities:

Under the supervision of the Development Director, the Administrative Assistant works as a member of both the Administration and Development team with the following responsibilities:

Responsible for opening and closing the office each day. Answers and routes incoming calls regarding donations, services referrals, volunteering, employment opportunities, etc. Also expected to greet and assist visitors, receive donations and issue donor receipts  
Is a member of the Development Team and therefore is required to attend and participate in weekly meetings and be available to work at development events (many of which are in the evening)  
Provides staff support to the Board of Directors. Assists with preparing meeting materials, transcribes meeting minutes, makes room and meal arrangements, maintains minutes and corporate/Board meeting files and correspondence, schedules meeting rooms for various committee meetings, responds to requests from Board members for materials  
Available to run errands to pick-up supplies or materials needed for events or in-kind donations  
Enter information into Raiser's Edge donor management system in support of Development department activities  
Typing and word processing assistance to all Senior Management and Development team members. Proofreading required of other written communication as well  
Maintenance of Administration correspondence files; Receive, sort and distribute daily mail  
Responsible for keeping the front office clear of donations and misc. deliveries; and keeping the kitchen/staff break room orderly  
Responsible for providing photocopying assistance to the staff, as well as monitoring and maintaining supplies of publicity literature, new employee handbook forms, administration office forms, and keeping the copy area stocked and tidy  
Will provide additional support to Senior Management on an as needed basis  
Participation in staff meetings, planning meetings and other meetings as required  
Other duties as assigned

#### Qualifications:

Minimum 2 years experience as an administrative assistant/secretary  
Superior computer skills including word processing, database operations, spreadsheets and other software systems;  
Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;  
Bilingual in English and Spanish  
Exceptional phone etiquette;  
Ability to handle multiple projects at the same time;

#### Send Resume w/ cover letter to:

**Attn:** Vivian Zaat  
**To:** OPCC  
**E-Mail to:** [vzaat@opcc.net](mailto:vzaat@opcc.net)  
**Fax:** 310-264-6647  
**Subject Line:** Administrative Assistant

## SOJOURN

### Counselor / Advocate

#### Bilingual English/Spanish

FTE – 2 non-consecutive overnight shifts (sleeping).

1 weekend day, 1 staff meeting/caseload

#### consultation day

#### Responsibilities:

Provide crisis intervention and peer support to shelter resident adults and children. Property management in the areas of health, safety and emergency preparedness. Ensure adherence to shelter policies. Hotline coverage and written hotline assessment forms. Document services provided in client case files. Facilitate client meetings, groups and workshops. Conduct security checks (lights, locks, windows, etc.). Oversee access to storage sheds and clients' medications. Use of one's own car to transport clients and their belongings as needed. Sort, carry, and transport heavy donations. Must have the ability to respond to the worksite in an emergency. Attend weekly clinical case consultation meetings, bi-monthly Sojourn staff meetings, and bi-monthly shelter staff meetings. Other duties as assigned.

#### Qualifications:

~High intelligence, extraordinary maturity and a strong work ethic  
~Expert knowledge of domestic violence  
~Crisis intervention and direct service experience  
~Ability to work well with culturally diverse clientele, including lesbians, transgender women, women and children with disabilities, women with substance abuse and/or mental health issues  
~Knowledge of child development, non-violent conflict resolution, empowerment parenting techniques, and the effects of domestic violence upon children a plus  
~Current driver's license and full insurance required by the State of California  
~Will submit fingerprint livescan and TB clearance

#### Send current résumé with cover letter.

**To:** OPCC ~ Sojourn  
**Attn:** Vivian Zaat  
**E-Mail to:** [vzaat@opcc.net](mailto:vzaat@opcc.net)  
**Fax to:** 310.264.6647  
**Subject Line:** Counselor/Advocate

## **DAYBREAK** **WIND Case Manager**

### **Responsibilities:**

Provide crisis intervention, intensive long-term Case Management, advocacy and Aftercare services to participants of the Shelter Plus Care (S+C) and other housing programs.

Provide Case Management services to WIND Program clients.

Develop effective, trusting and professional relationships with clients with a focus on facilitating their independence.

Provide ongoing support and guidance to ensure client's retention of permanent housing, including home visits.

Participate in transporting clients on outings coordinated through Daybreak WIND Program.

Attend and participate in all case file, staff meetings, training, and retreats.

Maintain accurate client files and HMIS data.

Collaborate with other OPCC projects and Westside homeless services agencies.

Participate in on-going self-evaluation, program evaluation and program development/implementation.

Communicate effectively with property managers, owners and housing authority staff on behalf of OPCC clients.

Promote a Recovery and Strengths-based atmosphere that encourages peer-led programming.

### **Qualifications/Requirements:**

Seeking flexible, creative team committed to empowerment Philosophy.

B. A. degree or equivalent experience.

Demonstrated knowledge of and experience in dealing with issues faced by the population served (homelessness, mental illness, substance abuse, medical issues, and domestic violence).

Working knowledge of social services agencies in Santa Monica/Westside, and LA County agencies serving the homeless.

Knowledge of community and housing resources, specifically on the Westside and government benefits/Welfare systems.

Excellent human relations/communication skills; ability to act in professional manner regardless of circumstances.

Skilled in non-violent crisis intervention.

Ability to self-motivate and organize time in effective and efficient manner.

Computer literate; able to use computerized database system for information management.

Ability to work as an effective team leader and member.

Valid CA Driver's license; car and auto insurance.

### **Send Resume w/ cover letter to:**

**Attn:** Vivian Zaat  
**To:** OPCC  
**E-Mail to:** vzaat@opcc.net  
**Fax:** 310-264-6647  
**Subject Line:** WIND Case Manager

## **PROJECT HEARTH** **Nurse RN**

### **Responsibilities and duties include:**

Coordinate screening, assessment, referral and triage of respite care referrals to Samoshel's 12-bed respite program located within a large shelter setting.

Utilizing a harm reduction approach, provide outreach health services with community partners to homeless individuals with acute medical conditions, including mental illness and substance addiction in various settings to include clinic, respite and outreach.

Provide wound care, medication reconciliation and dispensing within respite program

Provide patient and health education to clients, staff and community partners

Provide respite orientation and linkage with hospital staff

Lead team home visits with paraprofessional staff and arrange for home health resources to housed clients

Supervise nursing students with internships in Project HEARTH  
Other duties as assigned.

### **Qualifications:**

Bachelor degree (BSN) in Nursing and CA state registered nurse license (RN) required. MSN preferred.

3-5 years of nursing experience and desire to work with homeless and/or underserved individuals of diverse backgrounds

Supervisory/management experience preferred

Experience with health education, diabetes education and /or self-mgmt of comparable diseases required

Wound management experience desirable

Able to work FT, M- F 11 am-7 pm or 12 noon -8 pm

Must have valid CA State drivers' license and proof of insurance

### **Send Resume w/ cover letter to:**

**Attn:** Vivian Zaat  
**To:** OPCC  
**E-Mail to:** vzaat@opcc.net  
**Fax:** 310-264-6647  
**Subject Line:** Nurse RN