

JWCH Institute Employment Opportunities

Dear Friends,

I am pleased to announce that JWCH Institute will be implementing a very important demonstration project that will assist disabled homeless persons with access to Social Security Insurance benefits throughout Los Angeles County.

This program will strive to positively impact the lives of hundreds of men and women in our community. We are currently recruiting for several positions for this project. Please take a moment to review these opportunities. Also, please circulate this announcement to any persons who may be interested and meet qualifications.

Thank you very much,

Al Ballesteros, CEO

The following positions are now open.

1. Project Manager: Directs and manages the Social Security Benefits Access Program for homeless men and women throughout Los Angeles County. The Project Manager will supervise a multidisciplinary team comprised of a physician, psychiatrist, several case managers/SSI benefits counselors, outreach workers and other support staff.

Qualifications: Master's Degree in Business, Social Work or Public Health and a minimum of seven years experience in program management required; Must have a proven understanding of the Social Security Administration and requirements for benefits access and the paperwork process; An understanding of Medi-Caid and Medi-Care programs, eligibility and paper work process; A demonstrated competence in the supervision of program staff with multiple project goals and objectives; Understanding of working with Homeless and uninsured persons; Excellent interpersonal, written & verbal communications skills; Experience working with clients and staff from diverse socio-economic, ethnic, and cultural backgrounds. Reliable transportation and current and valid California Driver's License required (this position requires travel from site to site, with or without ample notice).

2. Primary Care Physician: Will provide primary care services to enrollees of the Social Security Benefits Access Program, including documenting qualifying disabilities and completing applications with the assistance of case managers. Will provide medical care to program participants and will work collaboratively as part of a

multidisciplinary team providing evaluative, diagnostic and clinical services.

3. Psychiatrist: Will provide psychiatry services to enrollees of the Social Security Benefits Access Program, including assessment, follow-up, treatment and documenting qualifying disabilities; will complete applications for benefits with the assistance of program case managers. Will provide psychiatric services to program participants and will work collaboratively as part of a multidisciplinary team providing evaluative, diagnostic and clinical services.

Qualifications for 2 & 3: Board Certified; Must have a current and valid California Physician & Surgeon License; Must have current and active DEA Certificate to prescribe in the State of California; Current CPR Certification; Experience in working with clients and staff from diverse socio-economic, ethnic, and cultural backgrounds; Bilingual (English/Spanish) preferred; Excellent interpersonal, written and verbal skills a must; Reliable transportation and current and valid California Driver's License required (this position requires travel from site to site, with or without ample notice).

4. Community Health Lead Outreach Worker: Serves as the Lead Outreach Worker for program and works with program manager and peer outreach workers to implement the SSI Benefits Access Program. Candidates must be highly motivated, have exceptional customer service and computer skills; Excellent interpersonal, written and verbal skills a must; Minimum of five years as a Community Outreach Worker with an understanding of homeless populations and methods for interacting with homeless persons and understanding of outreach and referral methods; Bilingual English/Spanish strongly preferred. Reliable transportation and current and valid California Driver's License required (this position requires travel from site to site, with or without ample notice).

JWCH offers a competitive compensation package. For immediate consideration please fax or e-mail your resume and salary requirements directly to, JWCH Institute Inc., Attention, Maria Avila, PHR, Director of Human Resources, 1910 W. Sunset, Suite 650, Los Angeles, CA 90026. Ph (213) 484-1186 Fax (213) 413-3443 or MAvila@jwchinstitute.org.

For a complete position summary or to learn more about other exciting employment opportunities with JWCH please visit our website directly at www.jwchinstitute.org