

**CAREER
OPPORTUNITY**



HUMAN SERVICES & CRISIS INTERVENTION DIVISION MANAGER

CITY OF CULVER CITY \$125,336–\$152,985 DOE/DOQ

THE CITY OF CULVER CITY (CULVER CITY) IS SEEKING A HUMAN SERVICES AND CRISIS INTERVENTION DIVISION MANAGER (MANAGER) to serve as the head of the newly created Human Services and Crisis Intervention Division within the Housing and Human Services Department (HHS). This self-motivated, steadfast leader will manage five staff and a budget of \$3.1 million while reporting to the Housing and Human Services Director. The Manager will establish Division work plans, while overseeing the Mobile Crisis Intervention Team and homeless outreach services, such as Measure H funded programs, Project Homekey, Rapid Re-Housing (RRH), and Homeless Incentive Program (HIP). They will develop trauma-informed equitable policies and protocols that ensure effective and culturally relevant care through a racial equity lens. The Manager will be an effective relationship builder, working closely with the Los Angeles Homeless Services Authority (LAHSA), Advisory Committee on Housing and Homelessness (ACOH), Los Angeles County's Department of Health Services (DSH) and Department of Mental Health (DMH), and other important stakeholders both internally and externally. The City is looking for someone who is eager to learn and grow in this role, while utilizing their street-based outreach, crisis intervention, and lived experiences to better the City's response to mental health crises. *If you are knowledgeable about trauma-informed care and wish to reduce harmful situations for our community's most vulnerable populations, apply today!*

the COMMUNITY

CULVER CITY, CALIFORNIA, located on the west side of Los Angeles County, occupies about five square miles and is home to about 40,000 residents. Known as “the Heart of Screenland,” the city is known for its filmmaking heritage and is currently home to Sony Pictures Entertainment, the Culver Studios, and other production companies. Culver City has undergone a significant transformation over the past 15 years, with major employers like Amazon Studios, Warner Media, and Apple content creation hub and many ancillary supporting businesses moving into the community. This area is a cultural center, with attractions like the Wende Museum and art galleries. The City is also known for its many outdoor cafes and locally owned shops. Residents enjoy being outdoors on the community’s bike paths or at the Baldwin Hills Scenic Overlook and Culver City parks. With close proximity to Los Angeles and an already vibrant local community, there are plenty of reasons to live, work, and play in Culver City!



the CITY

CULVER CITY OPERATES on a Council-Manager form of government, with a five-member City Council whose mission is to maintain and improve the quality of life in Culver City, while being open and responsive to the changing needs, desires, and interests of residents. Additional goals include ensuring long-term financial stability, enhancing mobility and transportation, revitalizing Ballona Creek, enhancing housing and homelessness services, and transforming the Inglewood Oil Field. The City has 800 staff and operates on an approximate budget of \$235 million. The City offers a wide range of services through its various departments and divisions, such as economic development, cultural affairs, housing and homelessness services, senior and social services, public works, transportation, police, fire, recycling, waste removal, and parks, recreation and community services.

CULVER CITY 2018–2023 STRATEGIC PLAN

the DEPARTMENT/DIVISION

THE HOUSING AND HUMAN SERVICES DEPARTMENT provides the community with a variety of services, such as rent control and tenant protections, landlord tenant mediation, enforcement services, Section 8 rental assistance, a family self-sufficiency program, homeless services, and housing services.

As a result of increased public requests, the City is creating the Human Services and Crisis Intervention (HSCI) Division to the Department to better meet the needs of the community. This initiative will accommodate the City's needs for an unarmed mental health and homeless crisis response with the goal is to diffuse these crises with trauma-informed care, harm reduction, and holistic care.

To learn more about how Culver City is reimagining public safety, visit:

[PUBLIC SAFETY REVIEW](#)

[STAFF REPORT](#)

[ORGANIZATION CHART](#)

[HOMELESS PLAN](#)



the POSITION

THE HUMAN SERVICES AND CRISIS INTERVENTION DIVISION MANAGER will oversee the daily operations of the Human Services and Crisis Intervention Division, including the Mobile Crisis Intervention Team and several homeless outreach services. They will serve as a supportive leader for five staff while overseeing a budget of \$3.1 million. This Manager will be skilled in making dispatch orders, placing welfare holds, and implementing mental health interventions. They will work closely with various stakeholders, such as the Los Angeles Homeless Services Authority (LAHSA), Advisory Committee on Housing and Homelessness (ACOH), Los Angeles County's Department of Health Services (DSH), Department of Mental Health (DMH), and other important stakeholders, both internally and externally. Other key aspects of this important role include training personnel, providing coordinated care, responding to public requests, and setting goals and objectives for the Division.

the IDEAL CANDIDATE

THE IDEAL CANDIDATE WILL HAVE a blend of street-based outreach, crisis intervention, and lived experience, ideally in a municipal or non-profit environment. They will be fiscally minded, highly organized, and effective at training and developing staff. This Manager will serve the community in a professional and respectable manner, using a culturally and racially equitable approach to mental health responses and care. The successful candidate will be an effective communicator, problem-solver, and motivator. They will be highly skilled at diffusing conflict and navigating challenging situations with high-risk populations dealing with mental health challenges. This leader will balance creative and logical reasoning and look for ways to provide better services for the community.

The ideal candidate will also...

- ▶ Have experience providing support to a multi-disciplinary team in a community setting with the unhoused and other community members challenged by mental health and substance use.
- ▶ Be highly motivated and a self-starter.
- ▶ Communicate with and relate to a diverse group of people including clients, community, co-located county partners, staff, and other key stakeholders.
- ▶ Have excellent administrative and organizational skills.
- ▶ Manage and supervise professional and para-professional staff while handling multiple tasks and relating to diverse groups.
- ▶ Have experience with street-level outreach.
- ▶ Have experience providing services to highly vulnerable populations.
- ▶ Demonstrate experience with completing mental health assessments and client treatment plans using the diagnostic criteria from the Diagnostic and Statistical Manual of Mental Disorders (DSM-5).
- ▶ Have experience doing dispatch case management.
- ▶ Ask the right questions in tense situations.
- ▶ Inspire and engage staff.
- ▶ Build meaningful professional relationships.
- ▶ Establish rapport with the public.
- ▶ Be approachable and courteous.



MINIMUM QUALIFICATIONS

- ▶ A bachelor's degree from an accredited college or university in social work, counseling, psychology, public administration, or a closely related field
- ▶ Possession of a valid California Class C driver's license
- ▶ Five (5) years of progressively responsible experience in the implementation and administration of human services, homeless, and crisis intervention programs including two (2) years of supervisory experience

DESIRED

- ▶ Master's degree or higher from an accredited college or university in social work, psychology, or a related field
- ▶ Licensure as a Licensed Marriage and Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW) in the state of California



Upcoming
**PROJECTS, CHALLENGES,
& OPPORTUNITIES**

IMPLEMENTATION of the City's Mobile Crisis Intervention Team

COORDINATION of homeless outreach requests

OVERSIGHT of the Culver City Project Homekey Interim and Permanent Supportive Housing Project

OVERSIGHT of the safe camping programing



Salary & BENEFITS

Annual salary of **\$125,336–\$152,985 DOE/DOQ** and an attractive benefits package that includes:

BI-WEEKLY PAY SCHEDULE

WORK SCHEDULE. Hybrid telecommute options available.

RETIREMENT. CalPERS Retirement Benefits; reciprocity with other public California systems. CalPERS classic formula for Culver City is 2% @ 60. PEPR (new members) formula is 2% @ 62.

DEFERRED COMPENSATION. Voluntary 457 retirement savings plan available with an employer contribution

HEALTH INSURANCE. City contracts with CalPERS for medical insurance coverages (PPO & HMO plans); The City contributes toward the current monthly premium for medical, prescription, dental, and vision for employee and dependents.

PRE-TAX FLEXIBLE SPENDING ACCOUNT PROGRAM (FSA PLANS) for eligible health and dependent care expenses.

PHYSICAL WELL-BEING. \$500 annually

ADMINISTRATIVE LEAVE. 76 hours per fiscal year with no cash value

FLOATING HOLIDAY LEAVE. 57 Hours per fiscal year with an annual cash-out provision

VACATION LEAVE. Accrue 80 hours per year 1st thru 4th year; accrual hours increase after 5 years of service.

HOLIDAYS. 8 City-observed holidays annually

SICK LEAVE. Earn up to 104 sick leave hours on an annual basis.

CELL PHONE ALLOWANCE. 60 per pay period

ADDITIONAL BENEFITS. Retiree Health Savings Plan (RHS), Education Incentive pay, Tuition Reimbursement.

VOLUNTARY BENEFITS PLANS. Including hospital indemnity, critical illness, etc.

ACCESS TO WORK-LIFE BALANCE TOOLS and “Perks at Work” discount platform through Health Advocate.

LIFE & ACCIDENTAL DEATH AND DISMEMBERMENT (ADD) INSURANCE. Term Life Group Coverage of \$50,000. Coverage also available for eligible dependents.

How to APPLY

For first consideration, apply by **MARCH 10** at:

>>> **WBCP JOB BOARD** <<<

SECURE THE DATES. Interviews will be held virtually on **APRIL 6** and in-person on **APRIL 14** (candidates invited to interview will need to be available for all days)

Please contact your recruiter, Sam Sackman, with any questions:
541.630.0657 (direct) | **866.929.9227** (toll-free)
sam@wbcpsc.com