



**REVISED ATTACHMENT PAGE(s)**

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**DATED 4/12/2016**

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**FILED WITH CONTRACT # 33999**

**(UNITED STATES VETERANS INITIATIVE)**

**CITY OF LONG BEACH**  
**2014 Continuum of Care (CoC) Program**  
**Project Budget for United States Veterans Initiative, Inc. Project Name: Cabrillo Plaza - PHD**  
**HUD Contract # CA0625U9D061407 City Contract # 33999**  
**Operational Period from 07/01/2015 to 06/30/2016 (12 months)**

<b>LEASED UNITS / STRUCTURE</b>		
1. Leased Units		177,600 For the payment of leasing costs.
1. CM - Case Manager - 2.0 FTE	60,000	Provides job duties as noted in Attachment B-1, Page 2 of 5 (salary)
2. CM - Program Director - .25 FTE	10,125	Provides job duties as noted in Attachment B-1, Page 3 of 5 (salary)
3. CM - Program Assistant - .50 FTE	16,200	Provides job duties as noted in Attachment B-1, Page 4 of 5 (salary)
4. CM - Fringe Benefits (31.96%)	21,764	For payment of fringe benefits for staff noted in Supportive Services budget
5. CM - Office Supplies	2,000	For purchase of office supplies such as pens, paper, etc. used by program participants in the Career Center
6. CM - Telecommunication	2,200	For payment of landline phones including internet used by program participants
7. CM - Equipment	1,782	For purchase of equipment and/or maintenance.
8. CM - Veteran Services Assistant - 2.5 FTE	28,106	Provides job duties as noted in Attachment B-1, Page 5 of 5 (salary + fringe benefits)
9. Food - Meals	27,848	For purchase of food in preparation of meals for program participants
10. SATS - Toxicology Testing	0	For toxicology testing (Alcohol and Drug Abuse Services)
11. Transportation - Mileage	0	For payment of mileage associated with program participants
<b>TOTAL SUPPORTIVE SERVICES</b>	<b>170,025</b>	<b>Total Project Budget for Supportive Services</b>
<b>TOTAL SUPPORTIVE SERVICES (Activities Request)</b>	<b>151,563</b>	<b>Total Supportive Services (Activities Request) Allowable for Reimbursement</b>
1. Furnishings - Furniture	1,557	For purchase of beds, chairs, dressers, etc.
2. BS - Resident Assistant - 2.5 FTE	4,733	Provides job duties as noted in Attachment B-1, Page 5 of 5 (salary + fringe benefits)
3. Furnishings - Housing Supplies	4,000	For purchase of hygiene products, cleaning supplies, laundry supplies, etc.
4. PTI - Insurance	1,000	For Organizational Insurance Cost
<b>TOTAL OPERATIONS</b>	<b>11,290</b>	<b>Total Project Budget for Operations</b>
<b>TOTAL OPERATIONS (Activities Request)</b>	<b>10,123</b>	<b>Total Operations (Activities Request) Allowable for Reimbursement</b>
Administration (3%)	9,915	For administration of grant (3%=\$9,915; City of Long Beach 4%=\$13,220).
<b>AGENCY MATCH (CASH or IN-KIND)</b>	<b>42,900</b>	<b>Subrecipients required match (Cash or In-Kind) Total Activities plus Admin=25%</b>



## Permanent Housing (PH) Case Manager

*This position reports directly to the PH Coordinator and Clinical Director. The Permanent Housing Case Manager is responsible for providing guidance to formerly homeless veterans to achieve their highest level of independence. Case Management is a collaborative process which assesses, plans, implements, coordinates, monitors, and evaluates the selection of services to optimally meet each individual homeless veterans needs.*

### Job Responsibilities

- Assesses the appropriateness of veterans referred to the program. This assessment includes any problems, needs, or barriers identified in the following areas: Employment, Housing, Financial, Sobriety, Legal, Family/Social, and Medical/Psychiatric
- Facilitate intake process
- Collaborates with veterans to complete benchmarks (goals and objectives) and an Individual Action Plan to plan for the veteran's goals and transition
- Assists veterans with transition to permanent or long-term housing
- Ensures all required documents are present, complete, signed by the veteran and case manager, and placed in the correct order in his/her file
- Meets with each veteran in caseload regularly to review progress and documents whenever outcomes of benchmarks are achieved, reassessed, or ongoing and revises plan accordingly
- Completes discharge summaries documenting all progress toward benchmarks, date of discharge, and disposition of the veteran
- Assists in quality management activities, data collection, and preparing reports
- Facilitates groups or classes, i.e., Substance Abuse Education, Group Process, Money Management, SILS, Transition, etc., in at least one of the benchmark areas
- Help conduct random drug and alcohol screenings
- Maintain confidential and thorough client records
- Performs other duties as required

### Requirements

- Bachelor's Degree required in Social Service or related field, no substitutions
- Strong oral and written communication skills
- Professional manner and appearance
- Experience working with homeless and/or veterans a plus
- Ability to work independently and within a team
- Ability to take direction
- Ability to work effectively with diverse group of clients, staff, and community members

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**CLINICAL DIRECTOR**  
(formally Program Director)  
Villages at Cabrillo

**Duties and Responsibilities**

Reports to the Site Director. Implements, and manages programs that provide substance abuse treatment and clinical counseling to veterans at Villages at Cabrillo. Coordinates with Workforce Development Director for Employment Services.

1) Clinical programs at Villages at Cabrillo include:

- Residential Substance Abuse Treatment Program
- ADVANCE job reentry program
- VIP job reentry program
- Shelter Plus Care Seniors Program
- Veterans Transitional Housing
- Cabrillo Plaza Permanent Housing Program

Responsibilities include: Enforce program policies and procedures, supervise Veterans Initiative Case Managers, monitor expenses, supervise evaluation of veterans for discharge into ADVANCE and VIP Programs (Jobs program), and transitional housing at Cabrillo, community outreach, resource development, liaison with Long Beach VA.

- 1) Coordinate Residential Treatment services with Long Beach VAMC Staff.
- 2) Identify funding resources, write proposals and implement programs with Greg McCormack and Program Administrator.
- 3) Develop relationships with local social service agencies to provide services as needed.
- 4) Coordinate services with other Cabrillo providers.
- 5) Supervise and train AmeriCorps members within the Clinical Departments.
- 6) Organize monthly statistics, analyze, and develop needed resources with the Program Administrator.
- 7) In association with Greg McCormack, coordinate the needs of the Outreach team and site at our programs at Friday Manager's Meeting.

**Qualifications**

- \* Bachelor's Degree a must, Masters preferred
- \* Strong oral and written communication skills
- \* Ability to motivate others
- \* Ability to identify client concerns within a therapeutic atmosphere
- \* Strong interpersonal skills
- \* Willingness to learn
- \* Self starter
- \* Team player



**"SERVING THOSE WHO SERVED"**

**Program Assistant**

*Under the direction of the Operations Manager, the Program Assistant is responsible for enhancing organizational support of programs through client record retention, client program fee collection and reporting, petty cash distribution and tracking, invoice reconciliation, supply ordering, event coordination, and aiding in the overall operation of programs to best serve veterans.*

**Responsibilities:**

- Responsible for overseeing and maintaining central databases of clients and program information and ensures compliance with grant-mandated systems
- Supports Case Management department in maintaining files, preparation for audits, and correction of any deficiencies
- Collects and tracks program rents to include providing receipts to clients, maintaining rent calculation worksheets and waivers, and providing reports to Program staff
- Collects and tracks program rents to include providing receipts to clients, maintaining rent calculation worksheets and waivers, and providing reports to Program staff Collects, reconciles, tracks, and deposits any other site cash accounts, money orders, and checks such as donations received or site store revenue
- Monitors and maintains supply inventory, coordinates purchases with approval, submits purchase orders, allocates expenses, and monitors vendor balances
- Coordinates with Program staff for requesting supportive service funds to meet client needs
- Assists with accounting functions and coordinates with Accounts Payable to ensure all deposits and expenses are submitted and posted timely
- Assists with grant applications, reports, budget tracking, and billings
- Assists in recording cash and in-kind contributions and maintaining database of contributors for mailings and solicitations to support programs
- Coordinates shipping and post office mailings and tracks receipt of products and donations
- Plans annual and other periodic events for donors, partners, clients, and staff
- Assists with program-specific activities as needed such as client screenings, assessment for eligibility, intake documentation, and orientation
- Assists with human resources activities to include posting positions, pre-screening candidates, scheduling interviews, coordinating orientation and training, and tracking evaluation and eligibility dates
- Assists supervisors with coordinating staff training and ensuring proper payroll allocations
- Assists with maintaining Operations Manual and regular review and update of program and organization policies
- Provides direct and confidential support to management, staff members, and interns
- Other duties as assigned

**Requirements:**

- Bachelor's Degree in Social Services, Accounting, Non-Profit Management or related field. Minimum of 2 years of relevant experience may substitute for a degree.
- Strong computer skills and proficiency in Microsoft Office
- Highly organized with attention to detail
- Able to work independently & responsibly
- Excellent communication skills, both oral and written
- Knowledge of veteran issues, homelessness, and local services a plus
- Enthusiasm, Positive Attitude, Team Player, Flexibility, & Creativity
- Ability to listen, take direction, and make sound decisions
- Ability to organize and implement both short-term and long-term projects and programs

*United States Veterans Initiative is a non-profit organization whose mission is the successful transition of military veterans and their families through the provision of housing, counseling, career development and comprehensive support.*

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**Veteran Service Assistant  
(formerly Resident Assistant/Case Management)**

**Job Description**

**POSITION:** The Veterans Services Assistant position functions in the Veterans in Progress program here at the Long Beach Site. The goal of this program is to assist homeless veterans achieve their highest level of independence through employment. This position performs routine and daily duties to include all hours.

**MAJOR DUTIES &  
RESPONSIBILITIES:**

- A. Responsible for assuring cleanliness of rooms through daily inspection.
- B. Responsible for reporting and tracking hourly rounds, incidents and crises.
- C. Perform conflict resolution.
- D. Must be able to insure that fire safety guidelines are met.
- E. Will support case managers in daily program functions.
- F. Performs other duties as required.

**EXPERIENCE:**

**Experience** Must be able to interact in a professional manner.

Customer Service

Excellent Communication Skills

Team Player

Able to work independently

Able to work with a diverse population

**REQUIREMENTS:**

A Minimum of 1yr sobriety is required.

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