SPA-5 Youth CES Regional Coordinator

**Overview:** Lead ongoing implementation and oversight of all Youth Coordinated Entry System (CES) activities in SPA-5. Bring together key partners; facilitate regular Youth CES Care Coordination Meetings; collect and analyze housing assessment and placement data; train staff on Youth CES protocols; identify and communicate barriers; and report progress and lessons learned to community stakeholders. Ensure consistent tracking and targeting of efforts and processes to fully meet Youth CES implementation goals.

**Role**
The SPA-5 Youth CES Regional Coordinator ensures successful implementation of the Youth CES within SPA-5. Coordinator develops relationships and builds partnerships among SPA-5 service providers to ensure youth have access to housing and supports. Coordinator works with LAHSA and youth housing providers to identify available short-term housing resource and with Single Adults CES Matcher and Family CES Regional Coordinator to identify long-term housing resources in those systems for which transition age youth (TAY) are eligible. Communicates closely with Youth CES Coordinators from other SPA’s to share key learnings and availability for cross-SPA matching. Utilizes HMIS to enter, pull and track data and create matches to available vacant beds within a timely manner.

The SPA-5 Regional Coordinator garners feedback from contributing partners, and attends carefully to what is working well and what is not working within the system. Coordinator communicates challenges to LAHSA, and actively participates in problem-solving to address those issues.

**Key Skills**
- Strong facilitator; excellent verbal and written communication
- Effective public speaker- able to lead productive discussions among stakeholders
- Diligent, data-driven program planning, management, and evaluation
- Adept inter-agency management, coordination, coalition-building, and advocacy
- Collaborative and efficient problem- solving; critical and strategic thinking
- Rapid adaptation in response to changing information or funding needs
- Excellent rapport; works cooperatively with individuals, groups and organizations with diverse mission, composition, function, capacity and geographic location
- Thoughtfully manages multiple projects and priorities; effectively negotiates overlapping systems
- Takes initiative and is self-guided- sets high standards for performance

**Required Knowledge**
- Policies, systems, and local programs that impact homeless persons and the related public funding sources, regulations, requirements, and procedures
- Coordinated assessment and housing placement procedures
- Adolescent and young adult development and behavior

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• Subsidized housing programs and resources including but not limited to: Section 8, Shelter Plus Care, Rapid Rehousing, and their associated HUD guidelines
• Best practice models including: Housing First, Mental Health Recovery, Motivational Interviewing, Harm Reduction, and Critical Time Intervention
• Microsoft Windows, Microsoft Office (Word, Excel, Access, PowerPoint, and Microsoft Outlook), and HMIS Homeless Management Information System

Essential Duties
• Work closely with homeless service providers, physical and mental health agencies, youth service providers, law enforcement, funders, and other stakeholders to better assess, assist, and house young people experiencing homelessness in SPA-5.
• Provide thorough information to Youth CES staff at LAHSA and other participating agencies. Ensure proper utilization of assessment and housing placement tools.
• Facilitate Youth CES provider team meetings and bi-weekly case conferencing.
• Monitor program data, documentation of services, and progress towards outcomes.
• Run monthly cross-system reports and collate youth outcomes for easy report-out.
• Complete reports and documentation as required by Safe Place for Youth, A Way Home America, United Way, Community Solutions, and other funders in compliance with all reporting requirements.
• Identify relevant interventions to resolve homelessness for program participants community wide.
• Oversee documentation of individual’s progress in achieving identified goals in HMIS.
• Establish and maintain effective working relationships and referral networks with partner agencies, housing providers, and related resources to promote access to available services.
• With CES Matcher in SPA-5, oversee process of matching youth experiencing homelessness to viable housing resources, be it transitional or permanent.
• Maintain regular communication with SPA-5 Regional Coordinators for Single Adult and Family CES and Youth CES Regional Coordinators within other SPA’s, and their respective sponsoring agencies.
• Coordinate regional outreach efforts and establish local access points.
• Ensure linkage of participants to housing navigators and housing retention staff.

Education and Experience
• Direct experience with individuals experiencing homelessness and housing instability
• Experience assisting low and very-low income individuals access affordable housing
• Professional experience with data and project management
• Professional experience working within and leading multi-disciplinary teams
• Bachelor’s degree in human services or related field required; Master’s degree preferred