

Job title: Host Home Program Coordinator

Reports To: Director of Housing Advocacy

Summary: Safe Place for Youth supports youth, ages 12-25, to transition off the streets and into safe and stable housing/shelter and employment. The trauma-informed, low-barrier programming offered at Safe Place for Youth the first step to engage youth experiencing or at-risk of homelessness into our continuum of supportive services. Safe Place for Youth has expanding programming significantly in the last two years and is now able to offer on-site housing assessment, housing navigation, and housing retention services. Safe Place for Youth seeks a dedicated, creative and youth-focused housing case manager willing to proactively assist youth transitioning off the streets.

Role Overview: The Host Home Program Coordinator will co-design, implement, lead, and help evaluate the Host Home Program Pilot. The Host Home Pilot will identify, screen, and train up to 10 community members who will volunteer to host young people 18-24 in need of immediate housing, for which hosts receive a stipend and ongoing support from the Host Home Program Coordinator. Host Home programs emphasize participation by welcoming and culturally affirming hosts. The Host Home Program Coordinator will collaborate with local partners to recruit suitable hosts, thoroughly prepare them, and appropriately match them to young people in need of bridge housing.

Essential Duties

- **Program Development:** Co-create program policies and procedures based on Host Home best practices. This includes:
 - Processes for the recruitment, screening, ongoing support, and retention of hosts
 - Ongoing research and identification of successful Host Home models that exist around the world
 - Communication of updates and key insights between partner organizations to assure that program practices are being addressed in a regular and systematic way
- **Program Implementation:** Plan and execute activities to implement the Host Home Pilot. This includes:
 - Activities to recruit, screen, support, and retain hosts
 - Ongoing case management of hosts
 - Supplementary case management support for guests, including supporting long-term housing stability plan and housing search
 - Regular communication and collaboration with case managers and other staff working directly with guests
- **Engage young people in Host Home program development and feedback:** meet with youth advocates in development of Host Home Program policies and procedures
- **Participate in Host Home program evaluation**
- **Cultivate culture of learning for Host Home Pilot:** plan and attend regular, ongoing trainings related to topics connected to Host Homes including supporting youth experiencing housing instability, positive youth development, trauma-informed care, and host home best practices
- **Other duties as assigned**

Key Skills

- Strong interpersonal skills; excellent verbal and written communication
- Effective public speaker- able to lead productive discussions among various stakeholders
- Diligent, data-driven program planning, management, and evaluation
- Collaborative and efficient problem- solving; strong critical and strategic thinking
- Responsive to youth needs; able to move quickly and decisively as needed
- Excellent rapport; works cooperatively with individuals and groups with diverse backgrounds, goals, perspectives, and interests
- Thoughtfully manages multiple referral needs and interests
- Highly organized; maintains careful case notes and thoroughly follows-up on individual needs
- Takes initiative and is self-guided- sets high standards for performance

Job Qualifications & Experience

- Bachelor's degree in human services, information systems, or related field, or extensive relevant experience
- Direct experience with individuals experiencing homelessness and housing instability
- Experience recruiting, training, and supporting staff, volunteers, teams, community coalitions, and/or another group working toward a common goal
- Experience assisting low and very-low income individuals access affordable housing
- Working knowledge of trauma-informed and harm reduction service models and philosophies including Housing First, Mental Health First Aide, Motivational Interviewing, Harm Reduction, and Critical Time Intervention
- Deep understanding of adolescent and young adult development and behavior
- Familiarity with the Coordinated Entry System and understanding of Los Angeles County assessment and placement procedures
- Advanced computer skills including word-processing, database operations, spreadsheet management and other software systems; experience in working in HMIS a plus
- Ability to maintain and execute confidential information
- Demonstrated experience with working with diverse youth- committed to integrating youth voice and best practices into all components of the program
- Professional experience in project management and/or program development
- Creative and passionate; committed to the mission of ending youth homelessness
- Must have reliable transportation, valid California driver's license and proof of current insurance.
- Must have successful completion of background screening, updated tuberculosis test, and ability to obtain First Aid/CPR Certification