

Job Title: Housing Case Manager

Reports To: Senior Case Manager

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 and into stable housing.

Essential Duties

- 1) Utilize active listening and reflection techniques to learn each member's housing needs. Build individualized case plans around identified housing goals including increasing mainstream benefits; gathering necessary documents; connecting with education/ employment services; and referring to health services as needed.
- 2) Work with housed youth to enhance and promote housing retention. Provide home visits as appropriate and help youth assimilate to their new communities.
- 3) Work within Youth Coordinated Entry System (YCES) to link young people to transitional housing, rapid rehousing, and permanent supportive housing and help young people reunify with personal connections (family and friends) as appropriate.
- 4) Develop close working relationships with local service providers, outreach workers, case managers, landlords and collaborative agencies.
- 5) Provide ongoing case management services that will support successful housing outcomes, decrease social isolation, increase member's sense of self-efficacy, reduce homelessness recidivism and deter evictions.
- 6) Utilize a harm- reduction, trauma- informed, housing first approach when working with youth.
- 7) Provide mediation and crisis intervention to youth as needed.
- 8) Complete required forms, such as Housing Stability Plan, thoroughly and completely. Maintain copies of all documentation (e.g. id's, birth certificates, receipts, leases, income verification) as required.
- 9) Retain thorough and diligent case notes to document progress towards housing and affiliated goals in SPY internal database and HMIS as needed (once every 30 days).
- 10) Transport youth as necessary.
- 11) Participate in community and collaborative meetings as directed.
- 12) Complete and submit all required forms, case records, statistical reports and documentation to the Senior Case Manager/Director of Housing Advocacy within designated timeline.

13) Other duties as assigned.

Job Qualifications and Experience

- 2+ years experience or equivalent education in psychology, sociology or related field.
- 2+ years experience in case management, counseling or related experience.
- 2+ years experience providing direct services to high-risk youth including counseling and advocacy.
- Knowledge of social service resources for youth experiencing and at-risk of homelessness.
- Working knowledge of trauma- informed and harm reduction service models.
- Advanced verbal and written communication skills, including organizational, detail and interpersonal skills.
- Ability to work effectively with people of diverse races, ethnicities and sexual orientations in a multicultural environment.
- Excellent rapport; works cooperatively with individuals, groups and organizations with diverse mission, composition, function, capacity and geographic location
- Experience working with HMIS and advanced computer skills including word-processing, database operations, spreadsheet management and other software systems.

Training, Education & Licensure:

Must have reliable transportation, valid California driver's license, and proof of current insurance.

To Apply:

Please submit cover letter and resume to Director of Programs Sophia Frontino sophiaf@safeplaceforyouth.org with the subject line "Housing Case Manager".

Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring