



JOB TITLE: Youth Coordinated Entry System Matcher (SPA 5)

REPORTS TO: YCES Program Manager/Regional Coordinator

STATUS: Full-time, 40hrs/wk

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 is 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 dedicated, creative and youth-focused team members willing to proactively assist youth transitioning off the streets.

Role Overview: Oversee the matching of young people being served by the Youth Coordinated Entry System to available safe and stable housing resources. YCES Matcher will work closely with the SPA 5 YCES Regional Coordinator to ensure proper implementation of YCES in SPA 5.

ESSENTIAL DUTIES:

- Utilize active listening and reflection techniques to learn each member's housing needs and interests. Build individualized case plans around identified housing goals that include increasing mainstream benefits; gathering necessary documentation; connecting with education and employment services; and referring to physical and mental health services as needed.
- Complete the Next Steps Tool housing assessment, if not yet complete. Enter data into HMIS within 48 business hours.
- Work within the Youth Coordinated Entry System (CES) to link young people to transitional housing, rapid rehousing, and permanent supportive housing resources and help young people reunify with personal connections (family and friends) as appropriate.
- Develop close working relationships with local service providers, outreach workers, case managers, landlords and collaborative agencies.
- Collaborate with the case management team to 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.
- Utilize a harm reduction, trauma informed, housing first approach when working with youth and prioritize youth choice in their housing plan.
- Provide mediation and crisis intervention to youth as needed.



safe place for youth

- Complete required forms thoroughly and completely. Maintain copies of all documentation (e.g. id's, birth certificates, receipts, leases, income verification) as required by the program.
- 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).
- Transport youth as necessary.
- Participate in community and collaborative meetings as directed.
- Complete and submit all required forms, case records, statistical reports and documentation to Program Managers as needed within designated time lines.
- Lead case conferencing meetings with SPY case managers as well as with partner agencies to help make new matches and to stay up to date on any needs that have come up with youth enrolled in a housing program.
- Work closely with LAHSA's matching team including sending regular data reports, attending required meetings, and implementing new policies and best practices as released.
- Develop and present trainings on YCES best practices for local services providers working with homeless youth.
- Maintain data on the progress of all matches sent as well as the housing status of all youth who have had the Next Step Tool in SPA 5, in addition to any other relevant data requests.
- Other duties as assigned.

JOB QUALIFICATIONS:

- 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.
- Experience working with HMIS and advanced computer skills including word-processing, database operations, spreadsheet management and other software systems.
- Advanced verbal and written communication skills, including organizational, detail and interpersonal skills.
- Professional experience with data and project management.
- Professional experience working within and leading multi-disciplinary teams.
- Ability to work effectively with people of diverse races, ethnicities and sexual



orientations in a multicultural environment.

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

TO APPLY:

Applicants should send a resume and cover letter to Ely Sepulveda at elys@safeforyouth.org.

ACKNOWLEDGEMENT:

I acknowledge that I have read and understand this job description. I agree that I can perform the responsibilities and meet the requirements listed in this job description. Furthermore, I understand that the responsibilities of this position may change to meet the needs of the organization.

Employee Signature

Date

Employee Supervisor Signature

Date

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.