



## Join Our Team

**JOB TITLE** Youth Family Housing Care Coordinator

**REPORTS TO** Director of Programs

**STATUS** Full-time, 40hrs/wk

### ABOUT US

Safe Place for Youth (SPY) is the leading service provider for youth experiencing or at-risk of homelessness in West Los Angeles. Founded in 2011, our agency offers trauma-informed, low barrier programs that support young people in exiting the streets and achieving stability so that they can thrive, not just survive. Our robust continuum of care includes street outreach, drop-in services, health and wellness programming, case management, education and employment services, and housing programs. SPY is a unique social impact agency that is committed to overcoming structural barriers to equity, community collaboration, and innovative youth-focused programming. If you have the skills, passion and collaborative spirit, join our growing team of nearly 60 employees.

### ABOUT THE ROLE

SPY's Youth Family Housing Program is located at a five unit building in Inglewood and is a part of our transitional housing programs. The building will house up ten young adult families and children. A live-in Resident Coordinator will provide for general oversight of the property, cleanliness, safety, crisis responses, and conflict management. With support from the Resident Coordinator, the Care Coordinator will work closely with each resident to work on long-term housing stability, pregnancy and parenting skills and support, financial literacy, education, employment, daily living skills, and other identified needs in order to prepare young adults for successful independent living.

The Youth Family Housing Care Coordinator will meet with each resident in the member's apartment, or other appropriate location, to conduct parenting-focused and housing-focused case management sessions, in order to assess and address member needs, educate members on community resource opportunities, develop housing stability plans, schedule appointments, and provide necessary follow up to ensure housing stability plans are progressing on schedule and member needs are adequately being addressed. This position may require some evening and weekend hours.

### WHAT YOU'LL DO

- Provide a single point of contact for pregnant and parenting youth in the coordination of services (child day care, preventive health care, prenatal/OBGYN care, drug detox and rehabilitation support, mental health support, identification documentation and benefit enrollment).
- Develop a Housing Stability Plan in coordination with the member, which will serve as the road map for services to be provided, actions to be taken, and necessary referrals while utilizing



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active listening and reflection techniques

- Provide pregnancy and parenting education and information, facilitate support groups and initiate guest speakers to deliver information on specific topics including but not limited to nutrition, drug use, trimester development, attachment, developmental stages, birthing options, etc.
- Provide ongoing supervision, performance feedback and guidance to the Resident Coordinator
- Work within Youth Coordinated Entry System (YCES) to link young people to rapid rehousing and permanent supportive housing; 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.
- 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 their families.
- Provide mediation and crisis intervention as needed.
- Complete required forms thoroughly and completely and maintain copies of all documentation (e.g. id's, birth certificates, receipts, leases, income verification) as required.
- Maintain 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).
- Participate in community and collaborative meetings as directed.

### WHAT YOU'LL NEED

- 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 and families experiencing and at-risk of homelessness.
- Knowledge of child, adolescent, and TAY development
- Knowledge of Mandated reporting laws in CA
- Knowledge of nutritional needs of children and pregnant individuals
- Knowledge of available resources including WIC, CALWORKS, shelters, medical and mental health services
- Knowledge of the signs and symptoms of Postpartum Depression and Anxiety
- Knowledge of supportive services for parenting youth, new parents, and pregnancy and infant loss
- Working knowledge of trauma- informed and harm reduction service models.



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- 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.
- Experience working with Los Angeles Homeless Services Agency (LAHSA) Housing Management Information System (HMIS) and proficiency with Microsoft Office and Google Drive.
- A valid California driver's license, auto insurance, and the ability to transport clients seeking housing and other services are required.
- Bilingual Spanish/English a plus.
- Proficient in Microsoft Office and Google Drive
- Other duties as assigned.
- Ability to work some nights and weekends.

### **BENEFITS & PERKS**

Safe Place for Youth offers a competitive benefit package including comprehensive health coverage, 403b with agency contribution, and vacation/sick time. We also offer unique perks including a generous 9/80 Flex work schedule, weekly meditation/mindfulness, and professional development opportunities that are tailored to your individual career growth.

### **TO APPLY**

Applicants should send a resume and cover letter to Sophia Frontino at [sophiaf@safeplaceforyouth.org](mailto:sophiaf@safeplaceforyouth.org) with "Youth Family Housing Care Coordinator Applicant" in the subject line.

### **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

*Safe Place for Youth, a project of 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.*