



**JOB TITLE** Director of Housing Advocacy

**REPORTS TO** Executive Director

**STATUS** Full-time

## **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**

A member of the SPY Leadership Team, the Director of Housing Advocacy will work to identify and pursue new housing opportunities to ensure that unhoused youth in West LA have access to the full continuum of housing resources as political and funding landscapes change. Working closely with SPY program staff and regional stakeholders, he/she/they will develop, promote, and implement holistic, client-centered and innovative housing programs. The Director of Housing Advocacy will also lead the organizations advocacy efforts including identifying any legislative changes that impact SPY's mission, overseeing youth advocacy and volunteer advocacy programming, and creating community action opportunities for SPY stakeholders. He/She/They will oversee the West LA Youth Coordinated Entry System (YCES) Regional Coordinator and all housing-focused case management activities to ensure efficient and equitable housing assessment, match, move-in, and retention. The Director of Housing Advocacy will be responsible for ensuring that SPY best practice models are incorporated into all housing programs, including: Housing First, Positive Youth Development, Authentic Youth Engagement, Mental Health Recovery, Motivational Interviewing, Harm Reduction, Trauma-Informed Care, and Critical Time Intervention.



safe place for youth

## Join Our Team

### WHAT YOU'LL DO

- Manage, administer, oversee and provide support to the daily operations and delivery of SPY's Housing programs.
- Establish and maintain appropriate policies and procedures as required.
- Ensure that program activities comply with all relevant legislation and professional standards.
- Assist in organizational development, programmatic grant proposals, and the development and monitoring of program budgets.
- Ensure compliance of all programmatic personnel management including scheduling, record keeping, time-activity reports, and performance evaluations of Youth Services program staff and contractors.
- Prepare monthly reports for agency leadership to evaluate and assess programmatic achievements regarding goals and outcomes.
- Conduct appropriate and comprehensive follow-up to all incidents and issues relative to youth, and the Housing program staff and volunteers.
- Oversee the collection and maintenance of records on the clients of the programs through HMIS and CiviCore for statistical purposes according to the confidentiality/privacy policy of Safe Place for Youth.
- Perform community outreach and collaborative engagement to increase and expand available shelter & housing opportunities for TAY.
- Work closely with SPA 5 Housing Locator and actively engage in SPA 5 Housing Location Workgroup to share best practices and landlord resources.
- Create strategic initiatives, i.e. feasibility analyses, project timeline, and financing requirements, to rollout housing partnerships appropriate for SPY's program mix.
- Manage completion of new housing opportunities identified, overseeing build-out/ renovation, financing, lease-up and/or move-in as applicable.
- Investigate innovative housing models utilized nationwide.
- Identify legislative changes that impact SPY stakeholders, specifically federal, state, and local funding opportunities; affordable housing financing; and best practices within Rapid Re-Housing, Permanent Supportive Housing, Shared Housing, Crisis/Bridge Housing, and youth services including Positive Youth Development and Authentic Youth Partnership.
- Ensure continued expansion of YCES in SPA 5. Oversee YCES Regional Coordinator including preparation for Westside Homeless Youth Partners Meetings, SPA 5 Steering Committee Meetings, etc.
- Translate internal activities into community action by facilitating youth advocacy opportunities for SPY Squad. Align youth advocacy with volunteer advocacy program via close partnership with Volunteer Coordinator.

### WHAT YOU'LL NEED

- Master's degree in Social Work, Public Policy, Public Administration or a related field
- 3+ years of relevant housing experience
- Direct service experience with TAY experiencing homelessness and/ or housing instability



## Join Our Team

- 2+ years of professional experience in evaluation and project management, advocacy and coalition building, and managing/supervising.
- Self Starter- You'll be shaping how housing services are delivered to young people experiencing homelessness, requiring the ability to develop relationships, set a strategy and execute; things are changing fast in our industry so you'll need to be highly adaptable and calm under pressure
- Team Player- a well-organized convener with management experience who works openly and cooperatively with individuals, groups and organizations
- Supportive and ambitious leader- sets high standards for personal and team performance
- Must have reliable transportation, valid California driver's license and proof of current insurance.
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint, and Microsoft Outlook), HMIS Homeless Management Information System, and Google Drive

### **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 Alison Hurst at [alison@safeplaceforyouth.org](mailto:alison@safeplaceforyouth.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.*