



**JOB TITLE** Youth Family Housing Resident Coordinator (live-in position)

**REPORTS TO** Youth Family Housing Care Coordinator

**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. Residents will work closely with an assigned Care Coordinator to work on long-term housing, parenting, financial literacy, education, employment, daily living skills, and other identified needs, in order to prepare young adults for successful independent living.

The Resident Coordinator will live on-site at the Youth Family Housing Program Apartments, in a one-bedroom apartment. The Resident Coordinator will be responsible for general oversight of the property, cleanliness, safety, crisis responses, and conflict management. The Resident Coordinator will also work closely with the Resident Coordinators of the other SPY transitional housing sites in Mar Vista and Westwood. The Resident Coordinator will report to the Care Coordinator. This position will require some evening and weekend hours.

## **WHAT YOU'LL DO**

- Daily house and property inspection to maintain curb appeal and resident safety
- Maintain adequate inventory and storage of program supplies, such as snacks, materials for activities, cleaning supplies, laundry soap, office supplies, etc.
- Assist with program intakes and exits, including preparing intake packets, documentation of requirements, and conducting exit service evaluations.
- Coordinate and assist with food and meal supports in the program, including Food Pantry donations.



## Join Our Team

- Report all issues concerning resident health and safety, maintenance or other areas of concern to appropriate managers/point persons within SPY's Maintenance Department in a timely manner, and track outcomes
- Interact with and build relationships with program residents, demonstrating the ability to support resident success, solve problems and enforce house rules, and provide crisis response and conflict resolution with and among residents.
- Communicate emerging and outstanding issues to the Leadership team in a timely manner; work closely with Case Managers to resolve issues.
- Coordinate volunteers providing services on site.
- Create and make available resource lists and other information to support residents in accessing needed amenities in the neighborhood.
- In coordination with SPY program team members, coordinate and implement on-site educational, life skills, and healing arts programs, offered by staff, community partners or other volunteers.
- Assist in the preparation of required program reports.
- Drive SPY vehicles to transport residents to services and community activities
- Work within established legal and ethical guidelines
- Ability to work nights/weekends
- Other duties as assigned

### WHAT YOU'LL NEED

- Bachelor's degree in social science or a related field preferred. Related work or lived experience will be strongly considered in place of or in addition to a Bachelor's degree.
- 2+ years of experience providing direct services to high-risk transition age youth
- Working knowledge of child, adolescent, and Transition Age Youth social, emotional, and cognitive development, trauma informed care and harm reduction service model
- Knowledge of Mandated reporting laws in CA
- Knowledge of mental health, sexual abuse, violence, and mediation techniques
- Knowledge of challenges faced by new parents such as Post Partum depression and anxiety
- A commitment to and passion for the mission, vision, values and culture of SPY
- A self-starter who is prepared to drive innovative solutions within the organization
- Must possess great communication and organizational skills
- An ability to work in a fast paced environment that requires effective collaboration with a variety of organizations and individuals
- 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.
- Subject to criminal and driving background checks.
- Proficient in Microsoft Office and Google Drive



## Join Our Team

### **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 Resident 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.*