

LA FAMILY HOUSING

Job Title: Housing Stabilization Coordinator

Job Type: Full-Time

Location: North Hollywood, California

Duties & Responsibilities

The Housing Stabilization Coordinator III is responsible for providing assistance and support to formerly homeless individuals/families who are newly housed through the RRH Program (Rapid Re-Housing for Individuals/Families and Veterans) in the following areas: housing sustainability, increasing income, accessing housing assistance programs (e.g. utility arrear programs, eviction prevention resources), and linkage to housing retention resources in the community. Responsible for the development and implementation of a housing retention plan for each program participant and assess for rental assistance provision. Identify potential housing barriers and interventions to address such barriers. Conduct follow-up support via phone, mail, or in person. Will provide mentoring and coaching new team hires.

ESSENTIAL DUTIES:

- Create a Housing Retention Plan with tenants enrolled in RRH to evaluate rental assistance needs, and service/support needs. Coordinate retention plan with other support persons that tenants may be linked to and ensure tenants have the necessary items to retain permanent housing beyond the rental assistance period (e.g. employment support, resources for food, assistance with landlord/tenant mediation if needed, etc.).
- Provide case management by facilitating access to services required to foster housing sustainability (employment, credit repair, legal aid, money management, tenant rights and responsibilities, mental health, benefits enrollment, etc.). Provide assistance (one-on-one and group settings) to tenants in the area of increasing skills of independent living such as paying bills, household management, personal care, cooking and nutrition.
- Provide crisis intervention as needed, if tenant is at imminent risk of returning to homelessness.
- Provide advocacy as needed to help address issues and barriers between landlord and client; assist with referrals to Fair Housing.
- Conduct regular home visits and accompany tenants to appointments related to their housing retention as needed (court appearances, benefit hearings, etc.). Report issues and concerns to Housing Stabilization Manager immediately to ensure the most successful outcome possible.

Education, Experience and Skills:

EDUCATION:

- Bachelors required, Master's in social science or related field preferred.

EXPERIENCE:

- Seven years of experience in working with the homeless or relative field.

KNOWLEDGE AND SKILLS:

- Bilingual: Spanish/English preferred, but not required
- Knowledge of housing assistance programs
- Tenant/landlord law and tenant/landlord/relations
- Understanding of best practices including progressive engagement, motivational interviewing, strengths-based case management, housing first, and harm reduction
- Strong understanding of case noting and participant tracking
- Experience in working with computer database systems
- Advocacy and negotiation skills
- Creative problem-solving skills
- Strong communication and interpersonal skills

LAFH Benefits:

Health, Dental, Vision, Life, Voluntary Life, 403B Retirement Plan, 529 Education Savings Plan, Long Term Disability, Employee Assistance Program, AFLAC Policies, AFLAC FSAs, Legal Policy, Employee Appreciation Program, Company Sponsored Employee Outings, 9/80 Alternative Work Schedule, Paid Sick, Vacation and 11 Observed Holidays.

Equal Employment Opportunity Statement:

EEO: LAFH is committed to providing equal employment opportunities for applicants and employees.

FAIR CHANCE INITIATIVE: LAFH is in compliance with the Fair Chance Initiative for Hiring and will consider qualified applicants with criminal histories.

PHYSICAL ACCOMODATIONS: All candidates must be able to perform the physical demands of the position with or without reasonable accommodation. For a list of physical demands, please refer to the full job description.

To Apply:

Email your resume and cover letter to HR@lafh.org