LA FAMILY
HOUSING

POSITION DESCRIPTION

POSITION TITLE:	Interim Housing Coordinator	**FLSA STATUS:**	Non-Exempt
DIVISION:	Programs – Interim Housing	**PAYROLL STATUS:**	Hourly
LOCATION:	San Fernando Valley, CA	**WORK SCHEDULE:**	Full-Time

SUMMARY OF THE ORGANIZATION

LA Family Housing (LAFH) is a premier nonprofit organization that helps people transition out of homelessness and poverty through a continuum of housing enriched with supportive services. Since 1983, LAFH has become one of the largest comprehensive real estate developer and homeless service provider agencies in Los Angeles and a regional leader providing solutions to end homelessness. In 2016, LAFH helped more than 7,000 individuals end homelessness and poverty in their lives with a client-centered approach to meet the needs of each individual. Its proven model connects participants to permanent housing and helps them achieve long-term housing stability through a full continuum of services. LAFH owns and operates 24 properties, including 3 bridge housing and 21 permanently affordable apartment buildings, with plans for additional developments in the future.

SUMMARY OF RESPONSIBILITIES

The Interim Housing Coordinator is responsible for coordinating crisis housing referrals, including placements, transfers, and exits within LAFH crisis houses, partner agencies, and motels. This position interfaces with multiple departments within LAFH and partner agencies to ensure effective coordination of families and/or individuals utilizing crisis housing. The Interim Housing Coordinator coordinates with Resident Advocates and Housing Navigators to resolve behavioral issues, monitors lengths of stay in the crisis housing setting, and follows-up with collaborative staff to progress a family/individual toward successful permanent housing placement.

SPECIFIC DUTIES

- Process new interim housing referrals and coordinate resources for same-day placement; provide daily update on crisis housing availability
- Transfer current families to new rooms/motels as time limits and behavioral issues require
- Track interim housing and motel placements, transfers, exits, and expenditures
- Ensure families are engaged with assigned navigators & collaborate effectively to support families in meeting the goals in their housing plans

The above statements are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.

- Provide guidance to Resident Advocates in addressing/resolving behavioral issues that may arise in the interim housing setting
- Review and process invoices and motel vouchers for crisis housing partners in a timely manner
- Monitor families with long stays in interim housing and develop plan in conjunction with navigator and resident advocate to support progress toward permanent housing placement
- Identify needs of interim housing families and assist with ordering supplies or addressing specific motel/house needs; collaborate with community engagement team for donations
- Engage and organize families in LAFH events as appropriate
- Provide additional coverage at crisis houses as needed
- Attend agency and community meetings as directed by supervisor
- Additional tasks, projects and responsibilities as assigned by supervisor

ACCOUNTABILITY AND REVIEW

Position reports to: Interim Housing Manager
Performance review: Annual

DIRECT REPORTS

Number of employees receiving work direction: Zero (0)
Position titles reporting to position: N/A

MINIMUM QUALIFICATIONS

KNOWLEDGE AND SKILLS:

- Knowledge of housing assistance programs within LA County for homeless/low-income families/individuals
- Creative problem-solving and intervention skills
- Motivational Interviewing experience preferred
- Efficient coordination of multiple projects and tasks that require attention to detail and timely response
- Ability to network and build relationships with participants, colleagues, vendors, and partner agencies
- Must be able to perform extensive charting, electronic data entry and documentation; experience using HMIS or similar database preferred
- Excellent written and verbal communication skills
- Ability to work in a team and independently
- Bilingual: Spanish/English preferred, but not required

- Must have valid CA driver's license with good driving record, as position is field-based.
- Must have access to own vehicle during scheduled work hours.
- Maintain and execute confidential information according to HIPAA standards
- Obtain and maintain CPR/First Aid Certification
- Ability to pass post offer Tuberculosis (TB) clearances

EDUCATION AND EXPERIENCE:

- Minimum AA with at least three years of experience in Social Services is required.
- Bachelor's Degree preferred

EMPLOYMENT CLASSIFICATION

FLSA Status: Non-Exempt
Payroll Status: Hourly
Work Schedule: Full-time

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 12 Observed Holidays.

EQUAL EMPLOYMENT OPPORTUNITY

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 DEMANDS, ENVIRONMENTAL CONDITIONS, EQUIPMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Employee may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves. The employee may experience a number of unpleasant sensory demands associated with the client's use of alcohol and drugs, and the lack of personal care. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations.

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HOW TO APPLY:
Email your resume and cover letter to **HR@lafh.org**

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• Dignity • Perseverance • Collaboration • Leadership