Rapid Re-housing Coordinator (South LA)

Pay: $48,000 - $52,000/yr, commensurate with experience (Full-Time)

Organization: Sanctuary of Hope (SOH) is a nonprofit that provides crisis and safety net stabilization services to Transitional Age Youth (TAY), ages 16-25, who are homeless, foster care, justice-involved, or at-promise in South Los Angeles and South Bay. SOH helps youth and young adults build self-reliance by helping them overcome poverty, trauma, low educational achievement, unemployment, and lack of well-being.

Summary: The Rapid Rehousing Coordinator builds and fosters healthy relationships and assists with helping young people secure housing, for the Rapid Re-housing program. S/He provides program and service coordination, life coaching and case management, landlord relations, and services to address multiple complex needs and reduce barriers, including referrals to SOH programs and/or other community resources.

Duties and Responsibilities:

- Engage in rapport building with participants and provide service from a “choice” perspective as well as participant-centered, harm reduction, and strengths-based approaches
- Collaborate with youth in the formulation and maintenance of a housing stability plan that is reviewed and modified at least every 69-90 days
- Refer/connect participants with appropriate services such as financial assistance, entitlements, substance use and recovery services, advocacy, employment assistance, financial counseling, rental assistance, deposits, etc.
- Connect with program participants at least once per week, including one in-person contact monthly
- Accompany participants to apartment showings and assist in answering landlord queries and/or completing housing applications
- Coordinate transportation to appointments and meetings as necessary and assist in finding resources
- Record all contacts with program participants within 24-hours in Homeless Management Information System (HMIS)
- Collect, maintain, store, and dispose of all participant information according to applicable requirements for confidentiality, security, and privacy
- Request temporary or medium-term financial assistance as appropriate
- Assist participants with moving into new apartments including: setting up utilities, acquiring necessary furnishings and household supplies
- Participate in agency and program specific training
- Provide data for written reports as requested by funders and agency leadership
- Other duties as assigned by Site Director.

Education: BA in human services field
**Qualifications:**

- Demonstrated experience in working with at-promise youth to reach their housing, employment, or education goals
- Must be able to work in a fast-paced environment as well as possess strong problem-solving skills, work ethic and computer proficiency
- Patience, creativity, flexibility, compassion, and sensitivity to persons with disabilities and other life challenges
- Proficient in Microsoft Office applications
- Demonstrated experience in one or more of the following areas: mental health, chemical dependency, emotional/behavioral special education, sex trafficking, domestic violence, at-promise youth issues
- Demonstrated knowledge of and ability to work effectively with youth with a variety of identities, cultures, and backgrounds including ethnic/racial minorities and LGBTQ youth
- Lived experience with homelessness and other life challenges considered an asset
- Knowledge of Trauma-Informed Care and Practices a plus
- Ability to work collaboratively, but independently
- Ability to pass a criminal and child abuse index background check
- Reliable transportation and clean DMV record

**Certificates, Licenses, Registrations:**

- Valid California Driver’s License and proof of auto insurance
- Adult CPR & Basic First Aid
- TB Test Clearance
- Vaccination required

Position is grant funded; in addition to other specified conditions of employment, it is understood that no guarantee of continued employment, beyond the availability of current funds, is expressed or implied by Sanctuary of Hope.

Sanctuary of Hope provides equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification.

To apply send cover letter and resume to recruitment@thesoh.org