POSITION TITLE: Transitional Housing Case Manager
PRIMARY SUPERVISOR: Director of TAY Services
DEPARTMENT: Drop In Center
SUPERVISES: N/A
STATUS: Non - Exempt
SALARY RANGE: Beginning salary will be commensurate with education and experience and based on appropriate industry standards.

POSITION DESCRIPTION: The Transitional Housing Case Manager will directly assist the team by providing Transition Age Youth (TAY) who are at risk of homelessness or homeless remain in current or locate suitable housing. The Transitional Housing Case Manager will provide Case Management for Crisis Housing participants and provide assistance in helping the participant in self-resolving the participant’s housing crisis and make reasonable effort toward diversion and reunification. Case Manager will have knowledge of YCES and TAY homeless services in order to execute and navigate other supportive services.

REQUIREMENTS & QUALIFICATIONS:
- Bachelor’s Degree preferred, or equivalent combination of education from an accredited college or university, training, and experience.
- Minimum 2 years of experience working as a case manager with homeless population and possess knowledge of housing and other area resources.
- Must be proficient in record keeping including tracking, maintaining, and reporting statistics according to program guidelines and requirements.
- Must have the ability to meet the physical requirements of this position.
- CES/LAHSA experienced preferred.
- Bilingual (Spanish) preferred.
- Database experience (HMIS) strongly preferred.
- Familiarity with TAY and HUD programs.
- Valid California driver’s license and insured automobile.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure adherence to the core operating values and the strategic direction of the agency.

1. Identifying and locating housing options suitable for TAY/Young Adult households as needed
2. Provide case management to ensure participants are linked and maintain linkage to assigned Housing Navigator and other partner service providers.
3. Complete a Housing Stability Plan, budgets and any contractual target to inform outcomes for participants that are not yet linked to a housing provider or Housing Navigator.
4. Shall routinely document the content and outcome of case management meetings with participants in HMIS case notes.
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6. Connect with landlords and familiarize them with the RRH & TAY housing programs and community resources to assist both tenants and landlords in the event of potential problems leading to eviction.
7. Responsible for knowledge of and execution of TAY mainstream benefits, community wraparound services, and referrals
8. Will coordinate follow-through services with TVFS CES team and attend Care Coordinated meetings as assigned
9. As a member of the program case management team, will provide information, referrals, crisis intervention, and assistance with permanent housing placement to all participants and Case Managers
10. Shall maintain appropriate records in accordance with Bridge Housing contract
11. Meet and interview potential landlords
12. Attend weekly & monthly housing community events as requested
13. Attend and when needed conduct weekly staff meetings
14. Attend regularly scheduled agency wide meetings, community meetings and other meetings as assigned
15. Conduct all functions in accordance with Agency guidelines, policies and procedures
16. Comply with applicable certification requirements and ethics
17. Arrange work schedule or required hours to the benefit of the Department/Program

**COMPETENCY:**

To perform the job successfully, an individual must demonstrate the following competencies

<table>
<thead>
<tr>
<th>Computer literate with Word, Excel, Outlook</th>
<th>Ability to Establish Excellent Relationships</th>
<th>Collaborative Problem solving</th>
<th>Trustworthy</th>
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</thead>
<tbody>
<tr>
<td>Ability to adhere to confidentiality rules</td>
<td>Interpersonal Skills</td>
<td>Excellent oral &amp; written professional communication</td>
<td>Ability to work in a Teamwork and</td>
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<td>Strong organizational skills</td>
<td>Motivational skills</td>
<td>Professional Demeanor</td>
<td>Commitment to Diversity</td>
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<tr>
<td>Leadership</td>
<td>Work Collaboratively with a variety of stakeholders</td>
<td>Strong Ethics &amp; Judgement</td>
<td>Produces quality work</td>
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<td>Must be adaptable</td>
<td>Excellent Attendance &amp; Punctuality</td>
<td>Dependable</td>
<td>Takes initiative</td>
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*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.*

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County’s most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

*To apply, please email resume along with cover letter to hr@thevillagefs.org with subject line Transitional Housing Case Manager.*