

**POSITION TITLE:** YCES Matcher

**PRIMARY SUPERVISOR:** TAY CES Regional Coordinator/DIC Program Manager

**DEPARTMENT:** YCES

**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 YCES Matcher serves an integral position in the support of our Transitional Age Youth (TAY) ages 14-25. Under the supervision of the TAY Coordinated Entry System (CES) Regional Coordinator/Program Manager or designated person, the YCES Matcher will be well positioned to support the day to day operations of the agency in working with homeless TAY. In particular, this position will be in charge of maintaining the data management system across multiple platforms as the designated TAY CES SPA 2 Matcher, providing support across the entire Service Area 2 region. This person will strive to achieve a high level of data quality and an efficient monitoring of program outcomes and allocation of housing resources. This person will interact with various agency TAY programs and partners that TVFS will enlist for the successful support of the homeless TAY population.

**REQUIREMENTS & QUALIFICATIONS:**

- 3 plus years' experience working as a Case Manager or Peer Navigator with the TAY/Young Adult homeless population
- Ability and desire to work with people from various backgrounds and/or limited English capabilities
- Demonstrated proficiency in MS Word, Excel, and internet usage
- Database skills (e.g., HMIS) strongly preferred
- Able to lift up to 25 pounds
- Valid California driver's license and insured automobile
- Bachelor's degree from an accredited college or university preferred
- Bi-lingual English/Spanish preferred
- CES/ LAHSA experienced preferred

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Demonstrate proficiency in the CES database to match individuals with necessary documents to appropriate housing option
- Assess and determine applicants' eligibility and provide unqualified applicants with necessary referrals
- Administer an efficient process for managing incoming housing referrals and applications
- Maintain proper records and ensure they are readily accessible for authorized staff members to review
- Maintain well-organized information of all incoming, pending, and closed referrals
- Notify housing navigator or assigned case manager that housing option has been identified

- Track completion of match made and updated CES database accordingly
- Track housing outcome and update CES database accordingly
- Communicate referral updates to referring partners and organizations
- Provide ongoing support and training to database users
- Collaborate with the other regional leads to identify housing resources
- Attend meetings on behalf of the TAY CES SPA 7 team and Gateway Connections Program
- Follow-up and schedule meetings with applicants and referrals in a timely manner
- Improve the development of referral and placement processes and procedures related to homeless youth attending local community colleges
- Make referrals to available TAY/Young Adults community providers for therapeutic, social, educational, and medical resources building community partnerships
- Collaborate with Case Managers to assure all available services are provided to each RRH/TVFS household on a regular basis, determining quality and effectiveness of services provided
- Refer TAY/Young Adults households to Case Manager/CES for intakes and ensures all supporting documents are verified/files
- Review cases with YCES Coordinator for households requiring emergency assistance
- Provide information and referrals for callers and walk-in households
- Must be able to deliver the Next Step Tool (NST) to all youth who are in need of housing services
- Assist and support CES spa wide
- Co-lead Youth Community Advisory Board (YCAB)
- Conduct, as needed, initial program intake and complete all required documentation for program entry
- Participate and assist with outreach events
- Attend and when needed present at weekly staff meetings
- Attend regularly scheduled agency wide meetings, community meetings and other meetings as assigned
- Conduct all functions in accordance with Agency guidelines, policies and procedures
- Comply with applicable certification requirements and ethics
- Arrange work schedule or required hours to the benefit of the Department/Program with the approval of immediate supervisor
- Other duties as may be required

### **COMPETENCY:**

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

Computer literate with Word, Excel, Outlook	Ability to Establish Excellent Relationships	Collaborative Problem solving	Trustworthy
Ability to adhere to confidentiality rules	Interpersonal Skills	Excellent oral & written professional communication	Ability to work in a Teamwork and independently
Strong organizational	Motivational skills	Professional Demeanor	Commitment to

skills			Diversity
Leadership	Work Collaboratively with a variety of stakeholders	Strong Ethics & Judgement	Produces quality work
Must be adaptable	Excellent Attendance & Punctuality	Dependable	Takes initiative

*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](mailto:hr@thevillagefs.org) with subject line YCES Matcher.***