

POSITION TITLE: YHDP Youth Resource Coordinator

PRIMARY SUPERVISOR: Director of Housing Services

DEPARTMENT: Housing

SUPERVISES: N/A

STATUS: Non - Exempt

SALARY RANGE: \$25 - \$26/hr.

POSITION DESCRIPTION: The YHDP Youth Resource Coordinator will execute and represent as YHDP CES position who's scope of work was tailored to the needs outlined by YHDP Scope of Required Services, contract, and agency KPI's. Position to beneficially improve outcomes for youth serviced through YCES. This position serves SPA wide, and duties and responsibilities will be tailored under the YHDP CES project to meet all goals of the agreement and adhere to the goals identified in the Coordinated Community Plan. Execute and maintain all YCES YHDP objectives of the agreement/Deliverables under services.

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.
- Program Coordination and System Navigation experience required
- Case Management, community coordination of services, meeting facilitation experience required
- 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:

- Authentic Youth Collaboration & YHDP Principles - Ensure that all efforts to prevent and end youth & young adult (YYA) houselessness are youth-centered and embed YHDP principles.
- YYA Specific Access & Engagement - Ensure every YYA who needs resources and services can access the system quickly and with no barriers.
- YYA-Specific Prevention, Diversion, & Housing Problem-Solving - Ensure that prevention, diversion, and housing problem-solving are YYA-specific and easily & quickly accessible.
- YYA-Specific Interim Housing & Services - Ensure immediate access to low-barrier interim housing (including crisis housing) and services to all YYA who want and need them.

- YYA-Specific Permanent Housing & Services - Ensure geographically equitable access to permanent housing and longer-term services to all YYA who want and need them, supporting the U.S. Interagency Council on Homelessness (USICH) core outcome of stable housing, permanent connections, education/employment, and improved wellbeing.
- YCES Training, Policies, & Operations - Ensure YCES policies, procedures, approaches, forms, and operations eliminate barriers and promote equitable access to resources.
- Local, State, & Federal Policy Advocacy & Resource Development - Advocate for funding and policy changes needed to ensure access to and availability of necessary housing and resources to prevent and end youth and young adult houselessness.
- Improve Countywide & Cross-System Collaboration - Work with countywide partners and systems to improve service delivery for YYA connected with other agencies and providers.
- Continuous Quality Improvement (CQI) - Monitor ongoing implementation and effectiveness of projects and systems-change efforts to prevent and end youth and young adult houselessness.
- Must be able to deliver the Next Step Tool (NST) to all youth who need housing services.
- Participate in Youth Community Advisory Board (YCAB)
- YCES Liaison, outreach and youth engagement, youth resource management, youth professional development, youth capacity building.
- Participates and assists with outreach events.
- Regional YHDP assistance and lived -experience program development.
- Attend and when needed conduct 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.

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 skills	Motivational skills	Professional Demeanor	Commitment to 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.

Signature _____ Print Name _____

Supervisor Signature _____ Print Name _____

Agency Signer _____ Print Name _____

Date _____