

Los Angeles Homeless Services Authority

-A Joint Powers Agency Created by the City and County of Los Angeles-

811 Wilshire Blvd. • 6th Floor • Los Angeles • California • 90017
Telephone: (213) 683-3333 • Fax: (213) 892-0093 • TTY: (213) 553-8488

JOB DESCRIPTION

Title: Homeless CalWORKs Families Project (HCFP) Service Coordinator
Salary Range: \$14.42 - \$16.50 Hourly

Classification Standards: Under the direction of the Program Supervisor, this position is primarily responsible for accessing resources for providing intervention and emergency services for homeless families in throughout Los Angeles County. Team members offer homeless families the opportunity to end their current homeless situation. These services and referrals are provided to homeless families in the field. Team members spend a major portion of their workday in the field using LAHSA's vans and mobile communications equipment.

Minimum Qualifications: Minimum 2 years experience working in a social services, especially with the homeless population. Experience performing intakes and assessing social service needs. Experience working with substance abusers and/or persons with multiple diagnoses. Knowledge of Los Angeles County freeway systems and geographic locations of cities and streets. Ability to maintain professional relationships with diverse organizations and community representatives. A valid California Drivers' License and a good driving record. Good communication and typing skills and computer proficiency, including Microsoft Office and other applications. Willingness to work a flexible schedule. An A.A. degree or relevant social service work experience (High School Diploma or equivalent is mandatory).

Desirable Qualifications: Certificates and/or trainings specific to domestic violence, mental illness, and substance abuse. Applicants should possess a positive attitude, an ability to comfortably interact with diverse populations, be energetic and independent, and have a strong desire to learn. Bilingual (English/Spanish) strongly preferred.

Essential Job Functions:

- Work with team leader to coordinate services and assistance for homeless families in the HCFP.
- Work with homeless families to provide linkages to resources available in Los Angeles County.
- Assist Program Supervisor with identifying and referring eligible homeless families to the HCFP.
- Work with senior team member to compile all information for assigned district for the DPSS Monthly Management Report and submit to Program Supervisor on a monthly basis.
- Maintain a comprehensive up-to-date resource base for homeless families' services and referrals.
- Plans and coordinates HCFP Team daily transportation schedule.
- Maintain professional relationships with offices of local government, social service providers, and community organizations.
- Represent LAHSA at community meetings and conduct presentations with selected groups.
- Provide updates and reports on HCFP to LAHSA Administration, Commission, DPSS, and the Director of Programs per request.
- Perform other duties as assigned.

To apply mail, fax or email cover letter and resume to:
LAHSA, Attn: Keshia Douglas, Director of Administration

811 Wilshire Boulevard, 6th Floor
Los Angeles, CA 90017

Fax: 213-892-0093; Email: kdouglas@lahsa.org

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