



Position: Regional Coordinator
Program: CES Regional Coordination
Department: Children, Youth, and Family Services
Reports to: Associate Director – Youth Services
Compensation: DOE
Status: 100%, Regular, Full-Time, Exempt
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

JOB SUMMARY: The SPA-Level Youth Coordinated Entry System Coordinator (CES) oversees all aspects of the implementation of CES for Youth in SPA4. The Coordinator is responsible for bringing key partners together to participate in CES; facilitating regular CES Care Coordination Meetings; identifying youth for housing resources as they become available; training staff on CES policies and protocols; identifying and communicating barriers; and sharing lessons learned and progress reports to community stakeholders. Regional Coordination can also include other centralized regional functions and roles that benefit the entire SPA4.

ESSENTIAL FUNCTIONS:

- 1) Support the coordination structures including CES sub-regional leadership by leading Case Conferencing/Case Coordination and through data collection to ensure client coordination and de-duplication of services, matching housing resources, strategic prioritization of regional resources, and tracking system outcomes;
- 2) Provide system leadership and infrastructure support by implementing policies and practices, attending monthly Regional coordination meetings, attending trainings created and/or hosted by LAHSA, and representing the CES at relevant regional meetings related to homelessness;
- 3) Ensure that all CES funded and other leverage programs are functioning in alignment to create a seamless system of care for participants experiencing homelessness in Los Angeles County;
- 4) Ensure that existing partnerships are strengthened and new partners are engaged, to increase participation in and resources to the system;
- 5) Work collaboratively with other CES systems such as Individuals and Families to ensure alignment and coordination of resources and services;
- 6) Work collaboratively with other entities serving the youth population such as DMH, DHS, LACOE, DPSS, and P3 to ensure youth are being identified, assessed and served properly;
- 7) Build capacity as it relates to non-CoC funded services for homeless participants and expand the participation of privately funded and faith based service providers and community stakeholders;
- 8) Participation in ongoing training and education of partners in the system, including information on accessing the system and new resources available within the system;
- 9) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Prior direct service experience with youth experiencing homelessness and housing instability;
- 4) Experience with inter-agency planning and service coordination, coalition-building, and advocacy;
- 5) Strong facilitation and presentation skills;
- 6) Knowledge of adolescent and young adult development and behavior;
- 7) Knowledge of trauma informed care, harm reduction, and housing first principles;
- 8) Knowledge of program management, programmatic development of operation processes and protocols, and program evaluation;
- 9) Competent in data entry and working with spreadsheets;
- 10) Knowledge of LA CoC HMIS platform (i.e., Clarity);
- 11) Ability to work with diverse and multi-disciplinary teams;
- 12) Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 13) Excellent computer skills and knowledge including word processing, presentations, spreadsheets and database operations;
- 14) Flexible to work evenings and weekends;
- 15) Current CPR Certificate;
- 16) Access to reliable transportation and the ability to be insured;
- 17) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail [cover letter](mailto:jobs@lalgbtcenter.org) and [resume](mailto:jobs@lalgbtcenter.org) as an attachment to jobs@lalgbtcenter.org

website: www.lalgbtcenter.org

Or submit a [cover letter](#) with [application/resume](#) to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.