La Family Housing is a leader in homeless services and affordable housing development in Los Angeles. We believe that everyone deserves the dignity of a home and are invested in innovative solutions to ensure their long-term stability. With 35 years of experience, we know what works to end homelessness in people’s lives: an individualized approach that combines housing options with supportive services. Our commitment to best practice impacts 11,000 people each year, and our community-based approach allows us to influence how homelessness is addressed in Los Angeles and nationwide. Our growing portfolio of 26+ properties expand enables access for vulnerable groups to permanent homes and our services are helps them overcome their barriers to overall well-being.

We take tremendous pride in the emergence of our staff as national leaders in innovation, best practices, and policy within housing production and homeless services. From presenting at national conferences to facilitating service collaboration among providers in other regions, we equip our industry to effectively respond to homelessness and ultimately, move more people home, together. Join the fight to end homelessness and make a difference in people’s lives at LA Family Housing!

SUMMARY OF RESPONSIBILITIES

This is a performance-based position tied directly to employment placement and retention of program participants (as indicated on pg. 3). Related duties include: job development with local employers based on the needs of program participants, development of an employment plan, organize and host quarterly job fairs, develop and maintain a database of employment relationships and outcome data, act as a liaison between local Worksource, local colleges, and other agencies that provide employment-related services. This position will also supervise other Employment Coordinators, and will be responsible for all aspects of staff management, including but not limited to recruitment, hiring, training, evaluating, discipline, etc. The position must exercise discretion and sound judgment in managing staff.

SPECIFIC DUTIES

- Responsible for devising an individualized employment/education plan for all program clients deemed employable
- Refer program clients to community partners for skills building including resume writing, interviewing skills, basic computer skills, job search, and workplace standards
- Develop and maintain relationships with local employers to open up and/or create opportunities for placement and “soft landings” for people with high barriers to employment. Provides specialized assistance as needed
• Provide support and follow-up services with program clients and employers to ensure job retention and stability
• Serve as a liaison with GAIN, State Department of Vocational Rehabilitation, local colleges, Worksource Centers and Workforce Development
• Organize and host quarterly on-site job fairs and employment events for program clients. Coordinate and encourage clients’ participation in job fairs, job clubs and other similar activities
• Monitor and document all client encounters. Maintain accurate records for reporting for statistical purposes
• Select, train, schedule, supervise, motivate, evaluate and discipline employees directly receiving direction
• Attend agency and community meetings as directed by supervisor
• Drive personal vehicle in and around Los Angeles County and drive agency vehicles periodically to transport clients if needed
• Additional tasks, projects and responsibilities as assigned by supervisor

ACCOUNTABILITY AND REVIEW

Position reports to: Employment Services Manager
Performance review: Annual

DIRECT REPORTS

Number of employees receiving work direction: Zero (0)
Position titles reporting to position: N/A

MINIMUM QUALIFICATIONS

KNOWLEDGE AND SKILLS
• Knowledge of government assistance programs and San Fernando Valley community agencies (unemployment, state/federal incentive programs and incentives)
• Extensive networking and sales background
• Leadership qualities—ability to motivate, mentor and coach
• Previous experience working with standards and performance-based outcomes
• Hi level of interpersonal, communication (written and verbal), advocacy and negotiation skills
• Creative problem-solving skills
• Demonstrated ability to build linkages and work cooperatively with stakeholders, such as employers, community agencies, and job seekers
• Understanding of employer’s needs, including how to identify job vacancies and how to match suitable candidates to those vacancies
• Bilingual: Spanish/English, preferred, but not required
• Ability to work in a team as well as independently
• Maintain and execute confidential information according to HIPPA standards
• Obtain and maintain CPR/First Aid Certification

The above statements are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.
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- Dignity
- Perseverance
- Collaboration
- Leadership

• Ability to pass post offer Tuberculosis (TB) clearances
• Travel is a regular duty for this position and is required 15% of the time
• Must have and maintain a valid California Driver’s License and insurance in good standing
• Use of a personal vehicle to travel between worksites and other locations may be required
• Ability to work a 9/80 work schedule
• Additional tasks, projects and responsibilities as assigned by supervisor

EDUCATION AND EXPERIENCE
• Bachelor’s degree in social services, business, or marketing; Master’s degree preferred
• Three (3) years of experience in job development and career counseling with homeless or low-income population

EMPLOYMENT CLASSIFICATION

FLSA STATUS: Non-Exempt

PAYROLL STATUS: Hourly

WORK SCHEDULE: Full-time

PHYSICAL DEMANDS, ENVIRONMENTAL CONDITIONS, EQUIPMENT
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Employee may be in contact with individuals and families in crisis who may be ill, using substances, and/or not be attentive to personal health and safety for themselves. The employee may experience a number of unpleasant sensory demands associated with the client’s use of alcohol and drugs, and the lack of personal care.

The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations Employee is required to: Walk and climb stairs; Handle, finger, grasp, and feel objects and equipment; Reach with hands and arms; Communicate, receive, and exchange ideas and information by means of the spoken and written word; Be mobile by moving oneself from place to place quickly and easily; Repeat various motions with the wrists, hands and fingers; Be able to have visual activity for (including, but not limited to) administrative and clerical tasks; Drive personal vehicle in and around Los Angeles County and periodically transport clients; Be able to enter various buildings that may require climbing stairs; Be subjected to outside environmental conditions; Use a personal and/or laptop computer, and copy, postage, and fax machines; Complete all required forms in personal writing.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If you require an accommodation, please make sure to inform the Human Resources Department by the first week of employment. If an accommodation is not required at the time of employment, but is later required, you must inform the Human Resources Department of the need for accommodation at the time it is needed.
BENEFITS


EQUAL EMPLOYMENT OPPORTUNITY

LAFH is committed to providing equal employment opportunities for applicants and employees.

FAIR CHANCE INITIATIVE

LAFH is in compliance with the Fair Chance Initiative for hiring and will consider qualified applicants with criminal histories.

HOW TO APPLY

Email your resume and cover letter to HR@lafh.org