



POSITION TITLE: Rapid Rehousing Case Manager
PRIMARY SUPERVISOR: Housing Coordinator
DEPARTMENT: Drop In Center
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 Rapid Rehousing (RRH) Case Manager reports to the Housing Coordinator or their designee. Rapid Rehousing Case Manager specifically serves homeless youth and young adults, 18-24 years old. Rapid Rehousing program is based on a housing first model, which supports homeless youth in gaining stability and permanent housing within the private rental market, while working to ensure long-term stability for each participant. Rapid Rehousing Case Manager will provide ongoing outreach to landlords and community organizations regarding services provided by RRH/TVFS program. Rapid Rehousing Case Manager will be familiar with the homeless services and fit seamlessly with other CES Program components. RRH Case Manager will execute service provisions based on the core components of the Rapid Rehousing Scope of Required Services (SRS).

REQUIREMENTS & QUALIFICATIONS:

- Bachelor's Degree preferred, or equivalent combination of education from an accredited college or university, training, and experience.
- Minimum 2 years of experience working as a case manager with homeless population and possess knowledge of housing and other area resources.
- Must be proficient in record keeping, tracking, maintaining, and reporting statistics according to program guidelines and requirements.
- Must have the ability to meet the physical requirements of this position.
- CES/LAHSAs experienced preferred
- Bilingual (Spanish) preferred
- Database experience (HMIS) strongly preferred
- Familiarity with TAY and HUD programs
- Valid California driver's license and insured automobile

DUTIES AND RESPONSIBILITIES:

All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure adherence to the core operating values and the strategic direction of the agency.

- Identify and locate housing options suitable for TAY/Young Adult households in accordance with programs Scope of Required Services (SRS)
- Connect with landlords and familiarize them with the RRH & TAY housing

programs and community resources to assist both tenants and landlords in the event of potential problems leading to eviction

- Maintain a caseload and provide supportive services contingent of programs SRS
- Conduct home visits and maintain HMIS data entry and required updates in accordance with programs SRS
- Responsible for creating and maintaining a housing database linking tenants to apartments, employment and mainstream benefits in accordance with programs SRS
- Coordinate and conduct habitability and lead-based paint inspections in accordance with programs SRS
- Provide engagement and connection to community services, linkages to education and career development opportunities, and life skills, crisis intervention as needed, and on-going assessment in accordance with program SRS
- Maintain appropriate records in accordance with programs SRS
- Meet and engage with potential landlords to secure fair market rate housing options
- Attend housing community events in relation to RRH, CES, LAHSA, agency and homeless services
- Facilitate the housing application process along with landlords and TAY in accordance with programs SRS
- Provide appropriate level of case management to assist participants to achieve strengths-based/solution-focused goals and case management plans to reduce barriers and promote permanent housing and self-sufficiency
- Attend staff and LAHSA meetings and trainings in accordance with agency and programs SRS
- 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
- Provide all and necessary program requirements in accordance with programs SRS

Confidentiality and Privacy

Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, State and Federal laws



Knowledge, Skills and Abilities

Computer literate with	Ability to Establish Excellent	Collaborative Problem	Trustworthy
Ability to adhere to confidentiality rules	Interpersonal Skills	Excellent oral & written professional	Ability to work in a Teamwork and independently
Strong organizational	Motivational skills	Professional Demeanor	Commitment to Diversity
Leadership	Work Collaboratively	Strong Ethics & Judgement	Produces quality work
Must be adaptable	Excellent Attendance &	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 with subject line Rapid Rehousing Case Manager.