



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires support staff that has the same passion and commitment as those who provide direct services.

We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. We have been serving our diverse community for more than 40 years, and if you're passionate about using your skills and experiences to support our mission, we'd like to meet you.

### Housing Services Case Manager (Full-time, Non-exempt)

**Unit:** Housing Services  
**Posting Date:** 11/16/2022

**Reports To:** Housing Services Manager  
**Salary:** \$22.35 hourly DOE, plus eligibility for BENEFITS

**Positions Available:** 1

**Summary:** Under the direction of the Housing Services Manager, the Housing Case Manager is responsible for leading the development and implementation of Rapid Re-Housing services, assisting previously unhoused individuals/families transition into secured housing. This position assists the unit coordinator, manager and Sr. Case Manager with leading, providing support to other case managers, as well as providing direct services to clients. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position, working 40 hours. This position is designated to work on and off-site. Full COVID-19 vaccination is required.

#### **Duties / Responsibilities:**

- **Housing location and acquisition services:**
  - Participating in weekly team meetings with the Rapid Housing team.
  - Conducting individual assessment and developing individual service plans.
  - Working with creative solutions to remove barriers to housing.
  - Researching and locating suitable housing: advocating on behalf of client and leveraging existing resources to secure housing.
  - Assisting with the move-in process, including application completion, move-in subsidies, and rental subsidies.
- **Provide case management services by:**
  - Conducting individual needs assessments and developing case plans with residents regarding various needs such as: education attainment and school enrollment; employment; eligibility for Independent Living Program services through the foster care system; gang affiliation; health and mental health needs; substance abuse services; involvement with the justice system.
  - Identifying resources to meet client needs.
  - Facilitating and coordinating with other program staff and appropriate community agencies for supportive activities such as employment assistance – job readiness training, resume preparation, interview training, attending job fairs and networking with perspective employers.
  - Developing support systems to meet client needs by identifying and coordinating a variety of available services necessary to maintain independent living, and promote self-sufficiency and family stabilization.
  - Managing a caseload of clients and maintaining case files with a thorough record of participant's activity and progress and completing necessary paperwork.
  - Assisting with facilitation of the program's employment readiness, leadership, and life skills workshops.
  - Conducting crisis intervention, as necessary.
  - Conducting Motivational Interviewing process.
  - Understanding Trauma Informed Approach.
- **Attend and lead relevant meetings, trainings, community events and activities.**
- **Other related duties as assigned by the Housing Services Manager.**



**Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):**

- Experience working with the senior community in social welfare, community development, or other related fields from one (1) to two (2) years experience in the Senior Community.
- Entry level case management demonstrated experience working with government agencies such as LAHSA, DMH, DPSS or similar agencies.
- A working knowledge of and experience using data systems such as HMIS and/or CHAMPS.
- Knowledge and/or experience working with youth and families from various socio-economic and cultural backgrounds.
- Knowledge of Crisis Intervention, Trauma-Informed and Housing First Model.
- Knowledge of and proficiency in Microsoft Office Suite and different data systems.
- Ability to work collaboratively with others and a willingness to participate fully in a team process.
- Possess flexibility, initiative and ability to work under pressure and without direct supervision.
- Strong interpersonal, organizational, written and communication skills with colleagues, clients and representatives from other community organizations.
- Ability to supervise/teach instructional lessons in operation of daily senior programs.
- Ability to work collaboratively with other departments within KYCC
- Ability to organize and prepare documentation in a timely manner.
- Strong commitment to working with a multi-cultural community.
- Demonstrable working knowledge of the use and operation of personal computers.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- A valid Class C California Driver License, access to a personal automobile and proof of auto insurance.
- Proof of eligibility to work in the United States.
- Physical requirements: seeing to observe and supervise children and to inspect documents; hearing to hear a child calling for help; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

**Desired Qualifications:**

- Demonstrable knowledge and skill in business, including human relations, public speaking, outreach and marketing, and organizational skills.
- Knowledge and experience working with people experiencing homelessness and/or permanent supportive housing services.
- Certification in CPR (Child & Adult) and First Aid training.

To apply, please submit a **cover letter and resume**.

[SUBMIT AN APPLICATION](#)