



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. KYCC's FamilySource Center has two primary goals: (1) increased family income; and (2) improved academic outcomes for students, to complete High School/GED, and access post-secondary education.

We have been serving our diverse community for more than 45 years, and if you are passionate about creating change within our community, one family at a time, we'd like to meet you.

Housing Stability Case Manager (Full-time, Non-exempt)

Unit: Community Economic Development Services (FamilySource)

Reports To: FamilySource Coordinator

Positions Available: 1 **Posting Date:** 08/01/2023 **Salary:** \$24.04 – 27.88 hourly DOE, plus eligibility for BENEFITS

Summary: Under the direction of the FamilySource Center Coordinator, the Housing Stability Case Manager is responsible for implementation of language and culture specific economic development programs including case management and program development programs. This position is a direct service position and is responsible for implementation of programs and services developed by the FamilySource Coordinator. 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 per week.

Duties / Responsibilities

- Implementing the Housing Stability program and services:
 - Oversee the successful implementation of housing stability case management program for low-to-moderate-income households facing eviction and housing insecurity.
 - Conduct assessments to determine the level of service and prevention strategies.
 - Maintain thorough and accurate records via case files and notes.
 - Develop and oversee implementation of service plans for each household.
 - Ensure a comprehensive and customized implementation of each service plan.
 - Actively engage participants in meaningful, goal-oriented, and supportive meetings with periodic check-ins and follow-ups.
 - Coach families, especially as it relates to financial capability, including but not limited to spending plans, savings, credit and debt management.
 - Keeps all resources up to date and available for Homeless Prevention Program households (participants), including FamilySource Center services and external resources to ensure holistic and excellent service provision.
 - Outreach and educate the Housing Stability program and services with partners, community based organizations, local schools and colleges, etc.
 - Be resourceful in identifying and facilitating resource linkages.
 - Build and maintain relationships with households, partner agencies, property owners, landlords, and other community stakeholders that contribute to the effectiveness and sustainability of the program.
- Attend relevant meetings and trainings:
 - Attend and support events to engage and establish rapport with families, partners and community stakeholders.
 - Attend monthly staff meetings.
 - Attend quarterly agency- wide meetings/ trainings.
 - Attend professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the supervisor
- **Other related duties as assigned by the FamilySource Center Coordinator.**



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

- Bachelor's Degree from an accredited school with two (2) years of experience in social services, case management, housing, or community organizing in the non-profit sector.
- Demonstrable knowledge and skill in case management, including human relations, public speaking, outreach and marketing, and organization skills.
- Ability to organize and prepare documentation in a timely manner.
- Possess initiative, flexibility, and ability to work under pressure without direct supervision.
- Demonstrable working knowledge of the use and operation of personal computers.
- Strong interpersonal, organizational, written and communication skills.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- Proof of full COVID-19 Vaccination.
- 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:

- Bilingual capacity (Spanish/ English).
- Certification in CPR (Child & Adult) and First Aid training.

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

[SUBMIT AN APPLICATION](#)