



## EMPLOYMENT OPPORTUNITY

KYCC's FamilySource Center (FSC) has two primary goals: increase family income and improve academic outcomes for students (to complete High School/GED and access post-secondary education). KYCC's FamilySource Center services include information and referral, intake and assessment, case management, financial literacy, multi-benefit screening and enrollment, individual service strategy development, food assistance, child care, employment and training financial coaching, income tax preparation assistance (VITA), transition to middle and high school workshops, tutoring, arts education, mental health counseling, counseling and college corner/ workshops (SAT, financial aid and college application preparation).

We have been serving our diverse community for 50 years, and if you're 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)

**Reports To:** Supervising Case Manager  
**Posting Date:** 09/21/2026

**Unit:** FamilySource Center (FSC)  
**Salary:** \$25.00 - \$30.00 hourly DOE, plus Benefits

**Positions Available:** 1

**Summary:** Under the direction of the Supervising Case Manager, the Housing Stability Case Manager is accountable for timely and effective client services, accurate documentation, appropriate referrals and follow-up, and meeting established program goals. Performance is reviewed continuously, with goals and objectives established throughout the year. The typical schedule Monday-Friday, 9:00 a.m. to 5:30 p.m. Occasional evening and weekend shifts may be required to support program needs. This is a regular, full-time, in-person, non-exempt position working 40 hours per week.

#### **Duties / Responsibilities**

##### **A. Program Planning, Implementation, and Case Management:**

- Oversee the successful implementation of housing stability case management program for low-to-moderate-income households at risk of eviction and housing instability.
- Recruit, enroll, and manage a caseload of at least 100 families and 260 individuals annually or as directed by the FamilySource Center Supervising Case Manager and Program Manager.
- Conduct comprehensive assessments to determine client needs and appropriate prevention strategies.
- Maintain accurate client files and , up-to-date case notes and documentation on a daily basis.
- Create and implement individualized service and sustainability plans for each household, ensuring a tailored, holistic approach.
- Engage participants in regular, goal-oriented meetings, offering continuous support and follow-ups
- Provide coaching on financial empowerment, including budgeting, savings, credit building, and debt reduction.
- Maintain and update a comprehensive directory of internal and external resources for client referrals, including FamilySource Center services.

##### **B. Community Outreach and Partnerships:**

- Support community outreach efforts by educating community partners, schools, and local organizations about Housing Stability Program services and available resources.
- Support FamilySource Center food distribution events by assisting with tasks such as transporting food items, registering participants, and conducting FamilySource Center enrollments as needed.
- Establish and maintain active and consistent connections with a minimum of three (3) residential properties in the Pico-Union, Westlake, and MacArthur Park neighborhoods, or as directed by the Supervising Case Manager.

##### **C. Administrative and Agency Support:**

- Assist with front desk coverage as needed, including welcoming clients, scheduling appointments, and responding to phone inquiries from community members seeking information about available services.
- Attend required program, staff, and agency-wide meetings.



- Participate in ongoing professional development and training opportunities relevant to the position.

**D. Other related duties as assigned by the FamilySource Center Supervising Case Manager.**

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

- Bachelor's degree in social work, psychology, child development or a related field with two years demonstrated experience providing case management services to vulnerable populations.
- Bilingual capacity (Spanish/ English or Korean/English).
- 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.
- 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 inspect written documents; ability to communicate with KYCC staff, clients and public; sitting, standing and walking for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment; and ability to lift up 40 lbs.

**Desired Qualifications:**

- Certification in CPR (Child & Adult) and First Aid training.

**NOTE:** The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check and a TB test after a conditional offer of employment has been extended

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

**SUBMIT AN APPLICATION**