

Harbor Interfaith Services, Inc.

Beach Cities Homeless Coordinator/City Liaison

Harbor Interfaith Services (HIS) is a non-profit organization with revenue of over \$9 million. Our funding is derived from the local, state and federal governments, as well as from individuals, foundations, faith communities, tuition, fees, fundraisers etc. We are a local organization that provides food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles (SPA) 8.

Harbor Interfaith Services is looking to add a **full-time Beach Cities Homeless Coordinator/City Liaison** to our team. We are recruiting people who are top performers with excellent leadership and operational management skills along with a fierce passion for serving their community.

The Beach Cities Coordinator/City Liaison will work closely with the cities of Manhattan Beach, Hermosa Beach, and Redondo Beach to be their primary interface with mainstream homelessness resources made available through the Coordinated Entry System (CES). This manager will also supervise the case managers working in these municipalities.

Key responsibilities:

- Working closely with city homeless leadership to strengthening ties with CES so the three cities can take full advantage of all the services offered to those experiencing homeless in their jurisdiction.
- Establish strong relationships and work cooperatively with individuals, groups, and organizations diverse in mission. This includes city departments, law enforcement, elected officials, members of the faith and business communities, and community activists.
- Working with city homelessness leadership and law enforcement, creating a consistent system-level response between the three cities for people experiencing homelessness who travel between the adjacent cities.
- Helping to tailor “engagement training” for first responders and city staff who come in frequent contact with those experiencing homeless to reflect homelessness in the Beach Cities, and helping to develop a “train the trainer” model.
- Expanding community stakeholders, including among the faith community, local business, business sector, and public schools.
- Helping to organize and lead Annual Homelessness Stakeholder Roundtables that provide programmatic information and performance outcomes to key stakeholders.
- Preparing monthly reports to track progress on the program metrics including the case managers’ efforts with the support from HIS program staff.
- Chairing monthly management meetings, and separate case conferencing meetings.

- Overseeing the case managers assigned to the Beach Cities. These hybrid positions will combine the skills of a street outreach and housing navigator. Duties also include ensuring the integrity and timely completeness of online (HMIS) and paper case files.
- Helping to resolve bottlenecks in the housing pipeline for persons experiencing homelessness in the Beach Cities.
- Attending staff meetings, case conferences, training workshops and community meetings as needed.

We would like to speak with you if:

- You have a Bachelor's degree in social work or experience in a related field.
- You have a minimum of one year working in the LA County CES system.
- You have a minimum of two years in a supervisory role.
- You have a valid California driver's license and adequate auto insurance.
- You have a passion for ending homelessness.
- You can maintain a non-judgmental attitude and can display an unconditional positive regard when working with highly vulnerable/challenging individuals.
- You can work as a member of a team.
- You have strong people skills and the ability to work effectively with people of varying racial, ethnic, cultural, educational, and socio-economic backgrounds.
- You have creative problem-solving skills.
- You have a basic understanding of severe mental health, physical health, and substance abuse issues and symptoms.
- You have strong oral and written communication skills.
- You are comfortable working flexible hours.
- You are fluent in Spanish (preferred but not required).
- You have a background in substance abuse and recovery (preferred but not required).

Physical Demands, Environmental Conditions, Equipment

The physical demands 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. The employee will be 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 their personal vehicle in and around Los Angeles County and periodically transport residents, be able to enter various buildings that may require climbing stairs, be subjected to outside environmental conditions, use a personal and/or laptop computer, copy, postage, and fax machines, and complete all required forms in personal writing.

About Harbor Interfaith Services

Our mission is to empower the homeless and working poor to achieve self-sufficiency through support services including shelter, transitional housing, food, job placement, advocacy, childcare, education, and life-skills training – and that mission is achieved through our people. We provide an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, parental status, housing status, or other protected status.

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