



Los Angeles Homeless Services Authority

a joint powers authority of the city & county of los angeles

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Title: Regional Coordinator
Department: Policy and Planning Department
Job Status: Regular, Full-time, Exempt
Salary: \$45,000 - \$55,000 Annually

- SPA 1 – Antelope Valley
- SPA 2 – San Fernando Valley
- SPA 3 – San Gabriel Valley
- SPA 4B – Metro LA : Boyle Heights/Downtown
- SPA 5 – West Los Angeles

Classification Standards: The Policy & Planning Department of the Los Angeles Homeless Services Authority (LAHSA) advocates for effective policies; increased resources at the federal, state and local levels; and, facilitates local planning and systems change efforts to reduce and end homelessness in Los Angeles. The Department is also responsible for implementing the annual Greater Los Angeles Homeless Count. Under the direction of the Supervisor, Planning CoC or Supervisor, Capacity Building, Regional Coordinators in each Service Planning Areas (SPAs) will serve as lead community liaisons and have the primary responsibilities:

1. Execute the annual Greater Los Angeles Homeless Count (Homeless Count). The Count is scheduled to take place the last week of January (January 24, 25, and 26, 2017).
2. Under the supervision of Supervisor, Planning CoC, enhance and build successful community and coalition partnerships within the Los Angeles Continuum of Care (LA CoC). This includes community planning and establishing collaborative efforts with LAHSA’s partner agencies and other stakeholders, including local government departments and staff.
3. Under the supervision of the Supervisor, Capacity Building, facilitate capacity building opportunities for community partners and stakeholders within the LA CoC and enhance and build relationships with Technical Assistance (TA) Providers in order develop a collaborative process for technical assistance opportunities for LAHSA’s partner agencies and other stakeholders, including local government departments and staff.

Homeless Count

The Regional Coordinator will work with internal departments and external partners to coordinate the effective and efficient implementation of the annual Greater Los Angeles Homeless Count. The position will engage the community and collaborate with SPA leadership to leverage existing and new SPA stakeholder resources; provide support with volunteer outreach, recruitment and tracking; train volunteers to enumerate unsheltered homeless persons; and, facilitate logistics coordination. The Regional Coordinator will enhance and cultivate relationships with special populations (ie - homeless families/children, faith based, colleges, etc.) as assigned, and develop and implement an outreach strategy and engagement plan for this population. This position also provides support to successfully implement the other components of the Greater Los Angeles Homeless Count: Shelter Count, Youth Count, and Demographic Survey. Post-Count primary activities include, but are not limited to, activities related to the quality assurance of all homeless count components, timely submission of Homeless Count data to the Housing and Urban Development Department, and the completion of the annual Homeless Count Report and Fact Sheets.

Planning

The Regional Coordinator will be responsible for working with the LA CoC communities to coordinate, facilitate, train and engage the community on planning activities; building and enhancing relationships with partners and other stakeholders; and, providing support to the City and County Homeless Strategies. The Regional Coordinator will meet

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with local planning groups and assist local communities to define client needs, document community resources and prioritize and support strategic efforts for community based solutions to reduce homelessness in the LA CoC.

Capacity Building and Technical Assistance

The Regional Coordinator will support the SPAs capacity building, training and TA approach to support the homeless service delivery system in Los Angeles County. This includes assisting the SPA to identify capacity building needs, leveraging the capacity building and technical assistance providers, reviewing initiatives and programs available, and assisting to develop a framework and an implementation timeline.

Minimum Qualifications: This position requires knowledge and/or experience with the homeless delivery system, particularly within the LACoC. Preference will be given to applicants with a background in community planning, organizing and leadership. Applicants familiar with the Homeless Count and have existing relationships and networks within the Service Planning Area (SPA) for which they are applying, will also be given preference. Candidates will have a high level of comfort with technology and social media; strong organizational and administrative skills as well as strong attention to detail is critical. In addition, applicants will demonstrate the ability to communicate with all levels of management, staff and external parties including service providers, city and county department staff and homeless individuals. Must have excellent time management, project management skills, and the ability to prioritize multiple tasks in order to meet deadlines. Position will require Regional Coordinator to work both independently and as a member of a team.

The position will require significant extended hours during the critical moments prior to the Homeless Count; use of a smart phone, and regional travel is required. Candidate must have a valid California driver license and access to an insured vehicle. Mileage for travel in fulfillment of job responsibilities will be reimbursed. Must be able to competently use: Microsoft Office 2010 (Excel, Outlook, Word, PowerPoint), Facebook, Twitter. Knowledge of Microsoft Project and NationBuilder is preferred.

Training and Education: A bachelor's degree from an accredited college in planning, public administration, social services, business, or related field; at least two years' experience as a community planner, organizer, trainer or related professional experience where skill sets developed include managing multiple projects; participation in implementing strategic and/or community plans and building coalitions, capacity building, technical assistance; and, facilitating meetings. Significant relevant work experience may be considered in lieu of a bachelor's degree.

Essential Job Functions:

Homeless Count

- Maintain effective oversight, communication and support to community planning groups within the SPA;
- Recruit communities in the SPA to participate in the Count and/or Opt-In Program;
- Secure deployment site locations;
- Work with communities, cities and relevant county departments to coordinate the recruitment of volunteers and workers; including using social media and community organizing tools to promote awareness of volunteering for the Count;
- Plan, assign, train, and direct the work of volunteers;
- Provide ongoing guidance, tools and assistance to Site Coordinators;
- Assist with the coordination, distribution and collection of Count materials;
- Support/lead the implementation of other Count Components: demographic survey, shelter count and Youth Count;
- Assist with pre-Count and post-Count activities as directed and when required;

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- Outreach, engage, and enhance relationships with special populations (ie - homeless families/children, faith based, colleges, etc.) so they are solidified as partners participating in the Homeless Count, as assigned;
- Attend training sessions and meetings as required;
- Complete and submit reports as required; and
- Perform other duties as assigned.

Planning:

- Work with selected Homeless Coalitions and other planning groups to facilitate the community planning process within the SPA;
- Coordinate, facilitate, train and engage the community on planning activities;
- Build and enhance relationships with partners and other stakeholders;
- Represent LAHSA at external community meetings as an active participant and contributor;
- Provide support to the implementation of the City and County Homeless Strategies;
- Complete and submit reports as required; and
- Perform other duties as assigned.

Capacity Building and Technical Assistance:

- Within the SPA, support the development of a coordinated capacity building, training and technical assistance (TA) approach to support the homeless services delivery system;
- Document the discussion on capacity building needs of the SPA;
- Assist in updating the group on capacity building projects and plans;
- Assist in identifying preliminary training and technical assistance gaps within the SPA;
- Assist in documenting the discussion of the development of a coordinated capacity building approach;
- Share and discuss current and future resources to support capacity building
- Perform other duties as assigned.

To Apply: Mail, Fax or Email cover letter, resume, writing sample and at least three professional references to:

Los Angeles Homeless Services Authority
Attn: Keshia Douglas, Director of HR & Administration
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017
Fax: 213-553-9373
Email: humanresources@lahsa.org

****In the subject line, please note which community you wish to represent as listed above****