P.O. Box 431038, Los Angeles, CA 90043 323-786-2413 www.thesoh.org

Life Coach (Scattered Site Transitional Housing)

Pay: $15-20/hr, commensurate with experience

Organization: Sanctuary of Hope (SOH) is a nonprofit that provides education and housing stabilization services to Transitional Age Youth (TAY), ages 16-25, who are homeless, foster care, or at-risk in South Los Angeles and South Bay. SOH helps youth and young adults build self-reliance by helping them overcome poverty, trauma, low educational achievement, unemployment, and lack of well-being.

Summary: The Life Coach builds and fosters healthy relationships and assists with helping youth build resiliency while in scattered-site transitional housing. S/He provides life coaching and case management services to address multiple complex needs and reduce barriers, including referrals to SOH programs and/or other community resources.

Duties and Responsibilities:

- Provide field-based life coaching and support services applying strengths-based, Positive Youth Development, and consumer-centered approaches.
- Develop a service plan to establish goals and action steps toward stabilization, independent living, and self-sufficiency in conjunction with the youth.
- Help youth develop permanent connections in their lives to strengthen their support network.
- Assist youth in identifying and accessing services necessary to reach long-term housing goals.
- Utilize personal vehicle, in good working order, to transport youth to appointments when necessary.
- Meet with youth every bi-weekly (more often when needed and less as youth matures in their goals), to monitor progress and /or barriers toward achieving their life aspiration goals.
- Provide crisis intervention as needed.
- Work with SOH team members and community partners, and with input from youth, develop and implement engaging activities and outings.
- Help youth identify and find housing options including assisting with completing housing and credit check applications.
- Interact and resolve issues with property owners or property management where scattered-site transitional apartments are located.
- Conduct monthly room and apartment maintenance checks
- Perform recordkeeping and reporting of program activities on electronic reporting systems (Social Solutions, HMIS, etc.) for outcomes and evaluation; and complete progress notes and program-related reporting as required.
- Report issues and problems to management.
- Attend weekly staff meetings and Youth CES Care Coordination meetings
- Perform other duties as may be assigned by the Area Director.
- Comply with contract and goals and outcomes.
- Prepare you for permanent housing placement upon exit from the program.

Education: BA in human services field

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Qualifications:

- Demonstrated experience in working with at-risk youth to reach their housing, employment, or education goals
- Proficient in Microsoft Office applications
- Demonstrated experience in one or more of the following areas: mental health, chemical dependency, emotional/behavioral special education, at-risk youth issues
- Demonstrated knowledge of and ability to work effectively with youth with a variety of identities, cultures, and backgrounds including ethnic/racial minorities and LGBTQ youth
- Knowledge of Trauma-Informed Care and Practices a plus
- Ability to pass drug screening
- Ability to work collaboratively, but independently
- Ability to pass a criminal and child abuse index background check
- Reliable transportation and clean DMV record

Certificates, Licenses, Registrations:

- Valid California Driver's License and proof of auto insurance
- Adult CPR & Basic First Aid
- TB Test Clearance

Position is grant funded; in addition to other specified conditions of employment, it is understood that no guarantee of continued employment, beyond the availability of current funds, is expressed or implied by Sanctuary of Hope.

Sanctuary of Hope provides equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification.

To apply send cover letter and resume by **4:30 p.m. Friday, December 15, 2017** to employment@thesoh.org