



Position Announcement

Job Title	Host Home Case Manager
Department	Youth Services
Hours	Full-Time, Exempt – 36 hours per week
Salary	Depending on degree, licensure and experience

POSITION SUMMARY

The Center's youth services are expanding to pilot and develop the first Host Home program in San Diego County solely devoted to serving transitional aged youth who identify as LGBT.

The Host Home Case Manager will promote the Host Home Program at the at The Center by recruiting, training, and providing ongoing support to volunteer hosts and providing on-going support to hosts and youth participants. Additional responsibilities include assistance in program development and evaluation and sharing key program insights with the Director or Youth Services and the Chief Operating Officer. The Host Home Program will identify, screen, and train community members who will volunteer to host young people 18-24 in need of immediate, short-term housing in their homes. Primary responsibilities will include:

- **Program Development:** Assist the Chief Operating Officer in developing program policies and procedures to continuously fine-tune offerings and delivery of service.
- **Program Implementation:** Using a trauma-informed and positive youth development approach, plan and execute activities to implement the Host Home Program which includes (but is not limited to) assessing potential host homes and ongoing case management of host homes and youth participants
- **Program Documentation and Evaluation:** Maintain required documentation, manage and track grant deliverables, ensure grant and contract compliance. Seek out strategies to evaluate and track program inputs, outputs, and outcomes.

In addition, this position will work one 12-hour awake overnight shift per week in The Center's shelter for transitional aged youth. During the shift, youth will be assessed for service needs and possible host home placement or other appropriate permanent housing options. The position will also work day three eight-hour shifts providing support for the Host Home program.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Education and/or Experience:** A master's degree in psychology, social work or social services related field is required. Related experience can be substituted for the educational requirement on a year-for-year basis. A minimum of two years of experience in case management with LGBT youth, HIV+ youth and/or youth of color is preferred. Experience working with transgender and gender non-conforming youth preferred. Training in trauma informed care and positive youth development preferred. Prior experience working with homeless youth and the foster care and juvenile dependency systems is preferred. Related experience can be substituted for the educational requirement on a year-for-year basis.
- **Language Skills:** Fluency in English required. Fluency in Spanish preferred.
- **Other Skills:** Must demonstrate competence in working with a variety of diverse populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Those with lived experience as a member of a historically under-served community (i.e., low income, communities of color, LGBT communities, immigrant communities, etc.) are strongly encouraged to apply.
- **Computer Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel. Experience with using electronic health records is preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To apply: send your cover letter, application, and resume electronically to:

Beth Davenport – bdavenport@thecentersd.org

Application link: <http://www.thecentersd.org/join-us/employment-application.pdf>

Please note: We are unable to accept any phone or walk-in inquiries for this position.

The San Diego LGBT Community Center is an Equal Opportunity Employer.