



JOB ANNOUNCEMENT

FSC HOUSING STABILITY ADVISOR

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. We serve a densely populated mostly immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

SUMMARY: Reporting to the Director of Family Support Services, the FSC Housing Stability Advisor provides advocacy and support services for low-income families as part of the Wilshire Family Source Center. The Housing Stability Advisor is responsible for providing housing resources and location services, which includes identifying available and appropriate housing units, cataloging unit specifications, reviewing and negotiating leases with landlords/property managers, and conducting unit inspections to ensure they meet habitability standards. The Housing Stability Advisor will provide assistance to help rent-burdened families resolve a crisis that would prevent them from being homeless.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

- Identify a minimum of 100 unduplicated households per year
- Develop a relationship with housing authorities (public and private)
- Maintain housing board for clients
- Coordinate enrollment for low-income housing opportunities
- Conduct initial interviews to determine eligibility for Brief or Full services
- Enroll families in the Homeless Prevention Program and do pre-assessment for Brief or Full services.
- Conduct a comprehensive assessment of the household's current housing crisis; Develop housing stability goals as a part of the Customer Service Plan to maintain housing in coordination with other wraparound case management services.
- Coordinate financial coaching to increase financial stability to 100 families.
- Input and update case notes on BitFocus – HCIDLA system
- Develop a workshop series on housing and tenant rights
- Provide referral services and emergency support services (food, shelter, transportation, LHEAP) as needed
- Provide housing-related case management services, including but not limited to monthly face-to-face follow-up meetings with families, coordination of short-term financial assistance (through Contractor funds, leveraged funds, or other resources), and linkages to other housing resources
- Provide landlord/tenant mediation, reviewing and negotiating leases with landlords/property managers,
- Manage and arrange rental payments
- Ensure case-managed families are linked to appropriate programs at Bresee, including ESL classes and financial literacy, to achieve adult outcomes and provide wraparound services.
- Participate in weekly meetings with the Senior Case Manager to debrief progress on caseload and troubleshoot challenges that arise.
- Maintain accurate records in Bresee and program-specific client databases, providing documentation and/or preparing periodic program reports as required.
- Participate in FSC team meetings and events, staff meetings, and other Bresee and collaborative partner or community meetings as requested.

- Assist with Bresee activities and events as requested.

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Must hold a bachelor's degree from an accredited college or university.
- Must be bilingual in Spanish and proficient in speaking, writing, and reading.
- Demonstrate computer competency with Microsoft Office tools, including Word, Excel, and PowerPoint; Google applications; email applications; and database systems.
- Have experience working with urban youth and families, demonstrate sensitivity to multicultural issues, and be comfortable working in a multicultural, urban environment.
- Minimum two years working in a nonprofit social service agency.
- Must have excellent verbal and written communication skills in English.
- Must have outstanding teamwork, interpersonal relationships, and active listening skills.
- Must possess excellent customer service skills, including the ability to perform duties tactfully and professionally.
- Must have a minimum of two years of experience in housing-related case management.
- Must have good organizational and time management skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Be highly organized, with attention to detail and accuracy.
- Able to efficiently process multiple projects at a time without sacrificing the quality of work.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to follow directions and work well with others.
- Be self-motivated, reliable, and function as an active team player.
- Be a collaborative problem solver.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must follow program-specific requirements and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support the Foundation's *Vision, Mission, and Values Statement*.
- environment.

FLSA STATUS: Non-Exempt, Regular Full-Time

WORKING LOCATION: In office 75%, out of office 25%.

COMPENSATION: \$55-60,000/annually

BENEFITS: Bresee offers competitive Employee Benefits to our Regular Full-Time Employees. We provide health insurance, dental insurance, voluntary vision plan, Employer-Sponsored life insurance, Employee Assistance Program and Travel Assistance Program. We also provide generous PTO days that include paid holidays, vacation, sick pay, paid birthday holiday and much more.

TO APPLY: Submit a cover letter, resume, and writing sample (not to exceed 1 page) to jobs@bresee.org with the Subject Line: Housing Stability Advisor.

DACA, women, BIPOC, LGBTQIA+ people are encouraged to apply.

Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.