



Job Announcement

Job Title:	Homeless Services Coordinator	Open Date:	April 12, 2018
Program/Department	Wesley Health Centers	FLSA Status:	Exempt
Reporting To:	Chief Deputy Officer		
Salary Range:	Starting salary based on experience, qualification, and budget. (100% time-40 hours a week)		

Position Purpose:

Under the direction of the Chief Deputy Officer, the Homeless Services Coordinator (HSC) functions as a JWCH/Wesley ambassador, advocating for the needs of individuals and families experiencing homelessness, while developing and coordinating the provision of services that directly respond to those needs and promoting access to those services.

The HSC performs varied, moderately complex administrative and financial service support functions. This position exercises independent judgment and procedural knowledge in performing work duties within standard operating procedures. The HSC prepares and processes various financial documents and transactions for completion, accuracy and conformance with established policies, regulations and procedures. This includes composing and preparing correspondence. When applicable, the HSC assists in the preparation of reimbursement bills, audits, reviews performance with the Chief Deputy Officer, and assists in planning contractual and budgetary compliance. The HSC is tasked with ensuring the accuracy of records and files, including the monitoring and maintenance of various record-keeping systems

Overview of Responsibilities:

1. Collaborates with JWCH Executive Team to develop and implement an agency-wide plan for integrated, client-centered, high quality services tailored to meet the health and wellness needs of individuals experiencing homelessness.
2. Develops, coordinates, and evaluates JWCH/Wesley capacity in meeting the needs of affected clients, while building awareness and support for the JWCH/Wesley homeless services plan via active participation at stakeholder and planning meetings.
3. Ensures grant and contractual compliance and efficient utilization of agency resources.

Principal Responsibilities

1. Collaborates with JWCH Executive Team to develop and implement an agency-wide plan for integrated, client-centered, high quality services tailored to meet the health and wellness needs of individuals experiencing homelessness. Leveraging JWCH/Wesley’s expertise in effective outreach and care services for affected individuals and families, the plan will align with Los Angeles County strategies to combat homelessness.
2. Ensures consumer client participation in program design and evaluation.
3. Integrated services will include primary medical care, behavioral health & substance abuse treatment services, and plan will focus on seamless access to residential and supportive services.
4. Facilitates strong and effective collaboration with strategic partners, community-based partner agencies, and relevant government entities, funding initiatives and stakeholders Monitors developments in Measure H and Proposition HHH programming and related funding opportunities.
5. Develops, coordinates, and evaluates JWCH/Wesley program capacity. Facilitates and leads the following: initial planning; feasibility studies; community involvement and partnership development; project design, implementation and sustainability; evaluation of program processes and outcomes, and leads continuous improvement efforts.
6. Establishes, maintains, and enhances cooperative relationships to ensure seamless access to services across JWCH/Wesley divisions and programs.
7. Works closely with site administrators and program managers to advance the integration of services and clinical operations.



8. Builds awareness and support for the JWCH/Wesley homeless services plan via active participation at stakeholder and planning meetings as well as targeted outreach events, especially in Hollywood, Downtown Los Angeles, and other communities disproportionately affected by the local housing crisis.
9. Ensures grant and contractual compliance and efficient utilization of agency resources.
10. Develops and maps key program processes, and measures quality of outcomes and client satisfaction levels to drive continuous quality improvement. Implements and enforces policies and procedures.

Staff Oversight/Supervision:

1. Supervises program staff as assigned by Executive Team.
2. Prepares and monitors project and program budgets and expenditures, in coordination with Finance Department.
3. Monitors and reports on grant-funded programs, in collaboration with Sr. Grant Writer.
4. Performs other duties as assigned.

Other:

1. Coaches program managers in the development of team..
2. Assists program managers in personnel matters and in the interpretation and implementation of policies; supports the development of project proposals for Program Managers; supports programs and activities that promote quality outcome and recognize positive outcomes.

Requirements:

1. Seven (7) years of experience with progressive responsibilities in homeless services in the Los Angeles County area.
2. Baccalaureate or higher in health-related field, or equivalent experience.
3. Demonstrated ability to coordinate and manage multiple projects.
4. Ability to represent JWCH publicly and exercise excellent judgement in negotiating agreements with community partners.

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.
5650 Jillson St.
Commerce, CA 90040
Attn: Human Resources Department
Job Code: 543
Fax Number (323) 215-0170
E-Mail: cespinoza@jwchinstitute.org

Closing date: Open Until Filled
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