



# **Housing Navigation Coach / Case Manager**

## **Job Description**

### **ORGANIZATION OVERVIEW**

We believe all youth deserve the ability to live healthy, connected, and productive lives. At Beyond Emancipation (B:E), we provide a transformational environment and essential resources for transition-aged youth who have experience in foster care or probation placements to support their efforts to move toward independent adulthood. Under our unique partnership to operate Alameda County Social Services' Independent Living Program, we have the substantial advantage of engaging youth for an entire decade of their lives, from ages 14 to 24.

Founded in 1995, our program services include access to safe host and community housing, post-secondary educational supports, and one-on-one and small group coaching in the areas of life skills, health and wellness, and employment training. All programs are delivered using our signature youth-empowerment, strength-based coaching approach: "Creative, Connected, Resourceful, Whole", created and adopted in 2010. This innovative and successful coaching model provides the information, skills, and supports that enable youth to build resiliency and take responsibility for their own planning and decisions, leading to long-lasting positive change.

### **POSITION OVERVIEW**

The Housing Navigation Project (HNP) is designed to assist non minor dependents (NMD)s in extended foster care (EFC) to secure and maintain housing by reducing barriers and increasing access. The Housing Navigation Coach / Case Manager will offer ongoing case management support in tandem with the NMD's Child Welfare Worker (CWW), the Alameda County Department of Children and Family Services' (DCFS) Placement Division, and any other case managers working with the NMD to help the young person stay in their housing.

The goal of the Housing Navigation Coach / Case Manager is to improve coordination of services and linkages to key resources across the community including those from within the child welfare system and the local Continuum of Care. The Housing Navigation Coach / Case Manager will assist in identifying and securing housing for NMD's. They will recruit, train & match youth for Supervised Independent Living Placements (SILPs). They will target young adults who can be landlord/roommate/mentors to our NMDs and work in tandem with the Foster Parent Association around training of perspective SILP's.

### **ESSENTIAL FUNCTIONS**

- Provide one-on-one and group coaching and assistance for NMDs around housing, including how and where to search for housing.
- Collect, categorize & walk NMDs through applications for housing, explaining requirements for tenancy, ensuring completeness, and ensuring delivery.
- Practice interviews for housing with NMDs and prompt appropriate questions to ask when identifying appropriate housing/making sure that housing conditions are up to par.
- Facilitate an understanding of budgeting for housing and what to expect that aligns with the NMD's financial obligations and goals.



- Work with Child and Family Team (CFT), and attend meetings dedicated to support the NMD. Collaborate with other service providers wrapping around the NMD and weave housing into the plan for the NMD's overall wellness.
- Help NMD to maintain healthy relationships with those invested in their housing, including workers, landlords and roommates.
- Actively search for affordable, quality housing units that could serve as Supervised Independent Living Placements (SILPs) for NMDs prepared to live independently.
- Act as a trainer, support, and interface between landlords and NMD tenants when necessary, advocating for the NMD while providing the landlord with the tools and reassurance to preserve the living arrangement/tenancy.
- Develop an executable plan with NMDs for their short- and long-term housing in the next stage of their life, including aging out of care at 21.
- Thoughtful, organized, complete case notetaking and data collection around work done with NMDs, including regular recording of qualitative and quantitative information.
- Train and provide technical assistance for case managers at Housing Provider agencies.

## QUALIFICATIONS

- Experience working with youth and/or young adults who may have experienced trauma and a strong practice of culturally affirming healing-centered verbal and written communication.
- Understanding of the child welfare system and the resources available to foster youth with a demonstrated commitment to work with those systems.
- Ability to collaborate, coordinate and communicate with multiple service providers within a continuum of care, ensuring that needs are being met in the most efficient way possible.
- Knowledge of housing market & tenant's rights in Alameda County.
- Creativity around identifying available housing opportunities and skill at negotiation.
- Practice of healthy boundaries with clients and colleagues, including warm handoffs.
- Ability to advocate and to persist through bureaucratic or other barriers on behalf of NMDs and/or program goals.
- Familiarity with community resources in the Bay Area and beyond, including public benefits.
- Bachelor's Degree preferred, but not required with ample related experience.
- Experience developing training curriculum or coaching, particularly for those working with young people.
- Bilingual in Spanish/English would be a bonus.
- Organization and time management skills
- Valid California Driver's License

## COMPENSATION

This is a full time, non-exempt, hourly position. Housing Navigation Coach / Case Manager schedule will include evening and some weekend hours. Salary range is \$47,000 - \$57,000. Benefits are generous with fully paid employee health and dental insurance and 80% dependent coverage. Paid time off includes vacation, sick and personal days as well as holidays. Voluntary vision and retirement plans are also available.

## EQUAL OPPORTUNITY

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity, equity, inclusion, and belonging - in our staffing and in our values.



Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates with potential to be leaders in integrating our work and values to transform the lives of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

## HOW TO APPLY

To apply, please send a resume and a cover letter outlining your interest, qualifications, and how you learned of the position to the following email: [hiring@beyondemancipation.org](mailto:hiring@beyondemancipation.org) We plan to move this hiring process along quickly so please submit your materials as soon as possible.