

SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT

Title: Parent and Faith Community Coordinator	Division: HOPICS
FLSA: Non-Exempt, Full Time	Supervisor: Associate Director or Senior Manager
Pay Range or Rate: TBD/DOE	Revised: 02.23.2021

Summary

The Parent and Faith Community Coordinator is responsible for coordination of the Reunification and Housing Stability for LGBTQ Youth in Service Planning Area Six (SPA 6) including, but not limited to, support with identification of parent, youth and churches to participate in the project; facilitation of groups and listening sessions; promotional materials; and program evaluation, data analysis and reporting.

Essential Functions

- Responsible for coordination of all activities to operate the HOPICS Reunification and Housing Stability for LGBTQ Youth project
- Identification of and coordination with 5-10 churches in SPA 6 area
- Identification of and coordination with LGBTQ youth from the SPA 6 area who are currently or formerly homeless
- Identification of and coordination with parents of LGBTQ youth from the SPA 6 area who are currently or formerly homeless
- Arrange, coordinate, schedule and facilitate groups and listening sessions with parents, youth and or churches
- Support research and development of strategy or curriculum for groups, listening sessions and trainings
- Lead project and discussions based on HOPICS service philosophies/principles including, but not limited to: housing first, trauma informed care, cultural humility, strengths based approach, motivational interviewing and person-centered language
- Prepare and edit correspondence, communications, presentations and other documents
- Design and maintain databases
- File and retrieve documents and reference materials
- Conduct research, collect and analyze data to prepare reports and documents
- Collaboration and coordination with internal HOPICS programs and external agencies in SPA 6 and LA County
- Outreach to SPA 6 Homeless Youth providers and coordination with SPA 6 Coordinated Entry System (CES) Youth Lead Agency
- Must utilize processor, create spreadsheets and database applications and conduct internet research as necessary.
- Develop flow charts, organizational charts, and other visual aid materials
- Coordinate, plan and set-up for meetings
- Provide administrative support to the Director
- Provide support to communications platforms, branding, and website
- Work collaboratively with program staff, agency partners and outside agencies;
- Attend in all mandatory program and division meetings and trainings, as assigned by his/her supervisor and division director.
- Support special projects
- Assist with preparation for meetings and trainings and other group sessions as assigned

- Maintain appropriate boundaries; and adhere to SSG’s Code of Ethics and HOPICS Core Values.
- Represent the Agency in a professional manner at meetings and community events.
- Maintain files/records on client services in compliance with HIPAA, 42 CFR Part 2 and other funding requirements for audit purposes.
- Regular attendance required.
- Other duties as needed.

Secondary Functions

Perform other duties as assigned Overtime, holiday, or weekend work may be required.

Supervisory Responsibilities

This position does not have any supervisory responsibilities.

Environmental Conditions (Working Conditions)

This position is responsible to work in “client friendly” environments and may be required to visit other shelters and partner agencies. There is some responsibility to work in noisy environments where children and unstable adults are few to talk loud and expressive.

Physical Requirements

S/he typically spends time sitting, standing, reading, writing, walking, thinking, filing, reaching, stapling and binding, typing, driving, carrying (max 25lbs), thinking, listening, and speaking.

Mental Requirements

This position may require the individual be able to handle any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules: to be able to process information, think and conceptualize.

Minimum Qualifications - Knowledge, Skills and Abilities Required

Bachelor’s Degree in Business administration, organizational leadership, human services or a related field. More than two years of administrative support or analyst experience. High proficiency in Microsoft Word, Excel, PowerPoint, Visio (or similar software), Constant Contact (or similar web-based applications), and Internet. If in recovery, a minimum of three (3) years of being drug and alcohol free is required. Knowledge of basic filing structure, ability to organize and manage multiple priorities. Ability to do concise documentation and effectively communicate in written and verbal form. Experience working with individuals from diverse culture, ethnic and socio-economic backgrounds. Neat and professional appearance. Attention to detail and punctuality are required; Ability to communicate effectively, both written and orally required. TB test, CPR and First Aid certification required. *(Note: Results may not be more than (3) months prior to or (7) days after date of hire and renewed annual thereafter.) Negative COVID-19 test may be required prior to employment start date if hired.*

Special Service for Groups is an Equal Opportunity Employer

Please email your resume to: jobs@hopics.org
 Include the position title “Parent and Faith Community Coordinator” in the Subject