



Job Title: Housing Stability Advisor/Case Manager (Full Time, Non-Exempt)
Department: FamilySource Center (FSC)
Salary: \$22.00 an hour
Address: 822 East 20th Street Los Angeles, CA 90011

ALL PEOPLES COMMUNITY CENTER

All Peoples Community Center (All Peoples) is an 82-year-old community resource center located in South Central Los Angeles. As a 501(c)(3) nonprofit, All Peoples has been a safe haven since 1942, empowering individuals and fostering respect and self-determination. The center serves over 6,600 individuals annually through a variety of services, programs, and community events. **To apply, please submit your resume and cover letter to jobs@allpeoplescc.org. E-mail submissions only.** All Peoples Community Center is an equal opportunity employer and adheres to hiring practices in accordance with Federal and State regulations.

FAMILY SOURCE CENTER

In 2016, All Peoples became a FamilySource Center (FSC), a City-funded program dedicated to eliminating poverty in Los Angeles by 2035. The FSC provides essential services to help families achieve financial stability, academic success, and community wealth. Serving 2,600 participants and 700 households annually, programs include case management, financial literacy, benefits enrollment, employment support, tax assistance (VITA), and more.

JOB DESCRIPTION

The Housing Stability Advisor/Case manager plays a key role at All Peoples, providing a central access point for housed families facing eviction or homelessness. The Housing Stability Advisor's primary responsibility is to prevent homelessness for its participants by assessing needs, determining eligibility, creating case plans, connecting families to housing resources, financial assistance, and affordable housing options. The advisor/case manager collaborates closely with two other case managers and with the Financial Coach to promote long-term stability on housing and eviction prevention by meeting the following Outcomes/Indicators. Perform other tasks as needed.

DUTIES & RESPONSIBILITIES



Homelessness Prevention for Families:

- Preserve Rent Stabilized Housing for at least 1 household.
- Help 1 household obtain safe temporary shelter.
- Assist a minimum of 5 households in obtaining safe and affordable housing.
- Facilitate 1 household in obtaining market-rate housing.
- Help 44 households avoid eviction.
- Negotiate with landlords to secure housing status for at least 15 households.
- Reduce overcrowded housing for at least 1 household.
- Support 20 households in maintaining safe and affordable housing for 90 days.
- Support 10 households in maintaining safe and affordable housing for 180 days.
- Help 1 household maintain safe housing for an extended period.

Client Assessment & Case Planning:

- Contribute to department goals by ensuring that at least 300 unduplicated households and 780 individuals receive intensive services annually.
- Use housing and financial tools to determine client eligibility, including working with landlords and clients to acquire necessary documentation.
- Develop individualized service strategies and housing stability plans for clients.
- Collaborate with Case Managers and other department staff to achieve housing stability and intensive service (IS) goals for clients.

Case Management & Support Services:

- Provide case management, referrals, and regular follow-up services to Housing Stability clients.
- Offer individual and family counseling and coaching on housing stability.
- Collaborate with the Financial Coach and Case Managers to assist clients in achieving long-term financial stability, including a strong self-sustainability plan.
- Provide basic financial education with clients, assist 19 client open a bank account
- Help 15 clients Increase savings.
- Complete 90 budgets with clients to track basic needs expenses.
- Assists 100 client apply for a combination of Public Benefits, Utility Discount Program and Employment
- Case Managed Youth- collaborate to increase youth Academic Achievement for 20 youth



- Collaborate with in-house College Corner

Resource Management & Coordination:

- Maintain accurate and up-to-date records and case management notes of all participant interactions and outcomes.
- Stay informed on housing assistance resources to ensure accessibility for clients.
- Coordinate services with FamilySource Center (FSC) staff and external partners to ensure comprehensive support.

Administrative & Team Collaboration:

- Ensure compliance with reporting and documentation requirements.
- Participate in team meetings, strategy discussions, and training sessions.
- Contribute to department-wide efforts to meet 300 household and 780 individual service targets.
- Use Salesforce System and Google Suite to track operations and client information.

Outreach and Follow-Up:

- Conduct community outreach to inform individuals about the Housing Stability (HS) program.
- Secure clients for HS program.
- Establish partnerships with landlords and housing providers to support clients.
- Secure up to 2 local housing provider/developer partners in the area.
- Provide ongoing support to clients throughout the HS process.
- Create narrative reports to share program updates and successes.

QUALIFICATIONS

- Bachelor's Degree in a related field or equivalent work experience.
- Ability to work with individuals from diverse backgrounds and various socioeconomic levels.
- Excellent communication skills (oral and written).
- Computer literate and proficient in using office software.
- Ability to work weekends and evenings if required.
- Bilingual in English/Spanish (spoken and written) preferred.
- Must have transportation, valid driver's license, and insurance.
- Ability to work Monday through Friday in person with occasional Saturdays.



BENEFITS

- 403(b) retirement plan (no employer match)
- Pension Plan (no employer match)
- Dental Insurance (100% premium employer-covered)
- Health Insurance (75% premium employer/25% employee)
- Paid holidays

Schedule: 8-hour shift, 40 hours/week, 100% in-person, non-exempt