

**Job title:** Bilingual Life Center Care Coordinator

Monday – Friday, FTE, some evenings & weekends are required

Wage: Staring at $22-28 ($1 more for demonstrated bilingual abilities)

**Benefits:** 14 days paid holidays, generous paid sick and vacation leave, paid medical (Kaiser) vision and dental stipend. Freshly made staff lunches daily

**Report to:** Director of Programs and Life Center Supervisor

***Position Overview: We are giving preference to bilingual applicants with lived experience of homelessness and adversity. This position requires direct services with participants and residents 60% of the time & is based out of The Living Room Life Center. Our mission is to ease adversity, promote stability, and support self-reliance for Sonoma County women, children, & pets who are experiencing, or at-risk of experiencing, homelessness. The Life Center is a drop-in day center that offers intentional cross sector services, classes, and groups that strengthen the resiliency in the women we serve. Under the supervision of the Life Center Supervisor, this position will be responsible for engaging one on one with the participants to do Screenings & Intakes, provide resources and/or make referrals, & make recommendations for next steps.***

***The Living Room****: With a 30-year-old history in Sonoma County, TLR is advancing innovative approaches to support homeless women and children establish a stable flourishing life. Our efforts are focused on serving with housing, wrap-around services, outreach, and focused financial assistance. We also serve the community with about 1,000 hot meals per week and pantry bags. While much of our capacity is dedicated to one-on-one support, we have goals for micro-enterprise, a teaching kitchen, and expanded advocacy. In this growth process, TLR is working to develop best practices and collaborations. This is an extremely exciting time to join a growing organization that is heart-centered and dedicated to equity.*

**Summary of Position Duties:**

* Familiarize yourself with local resources and services, and understand when to recommend to participants
* Strong ability to do thorough Screenings & Intakes, input case notes, & enroll participants into HMIS and Coordinated Entry
* If applicable encourage participants to sign up for center classes and/or services
* Seve as a stable support, providing encouragement that advocates for participant self-reliance
* QA participant files on a regular basis
* Work collaboratively in supporting the center by covering the front desk, kitchen, and donation room as needed
* Provide new participants with tours of the Life Center

**Center Organization and Safety**

* Maintain safe and clean environment
* Attend required staff meetings, trainings and professional development workshops
* Work with staff and volunteers to maintain a culture of positive support and kindness
* Understands and adheres to all policies and procedures as outlined in the Employee Handbook and the posted Life Center guidelines
* Other duties as assigned

**Proven Qualifications:**

* Bilingual candidates strongly preferred
* 2 years of relevant college education or relevant work experience
* Must be comfortable working with participants who have mental health challenges, addictions, experiencing trauma, and facing housing & food insecurities
* Strong organizational skills with high attention to detail
* Excellent interpersonal skills, including the ability to listen, communicate warmly and clearly and set clear boundaries
* Able to demonstrate cultural competence in working with diverse populations.
* Possesses an upbeat, positive attitude, brings an empowering team spirit, a high degree of self-motivation and initiative, and demonstrates integrity in the role
* Self-awareness with an ability to self-assess
* Ability and desire to be in a work environment that values working as a team, relationships and giving and receiving honest feedback

**Requirements:**

Ability to sit and work at a computer

Ability to work well with others

Good sense of humor

Willingness to be open to constructive input

Ability to be committed to excellence

***This is NOT an entry level position. If you believe that you can commit whole-heartedly to joining us in providing support and advocacy for women and children experiencing homelessness, then please consider submitting a cover letter and a resume.***