Coordinator, Centralized Training Academy

Job Summary
The Policy and Systems Department of the Los Angeles Homeless Services Authority advocates for effective policies and increased resources at the federal, state, and local levels and facilitates local planning and systems change efforts to reduce and end homelessness in Greater Los Angeles. The Coordinator represents LAHSA and its investment in the Coordinated Entry System (CES) to the community. The coordinator facilitates the coordination of training opportunities included in the Centralized Training Academy (CTA), a countywide training and education resource to support development of homeless service professionals. The CTA offers an array of training opportunities including, but not limited to, direct service provision best practices, professional education, system components, and policy.

Essential Job Functions
- Support the implementation of CES Policies and Procedures among CES Participating Agencies and Referral Partners.
- Support public agency coordination and partnerships as they interface with CES and LAHSA.
- Maintain up-to-date knowledge of Interim Guidance, system component, best practices in homeless services, and regional resources. Support projects, pilots, and city/county strategies as necessary.
- Prepare periodic reports to track progress of strategic goals and evaluate work performed.
- Work with other system coordinators to support coordination between systems.
- Assess training needs across the City and County of Los Angeles critical to support the professional development of homeless services staff at multiple staffing levels.
- Assist with procurement of qualified training instructors that can contribute content to the Centralized Training Academy.
- In partnership with internal LAHSA departments, and key external system stakeholders, coordinate training opportunities to foster an environment of knowledge sharing.
- Maintain positive relationships with multiple training instructors.
- Assist with marketing and advertising of Centralized Training Academy opportunities.
- Oversee project to evaluate the overall effectiveness of the Centralized Training Academy.
- Work with providers as well as city/county agencies in each SPA to identify training challenges and/or gaps in services and strategize training solutions. Highlight and disseminate best practices countywide.
- Other duties as assigned.

Knowledge, Skills and Abilities:
- Knowledge and understanding of policy, systems and local programs that impact homeless persons and related public funding sources, regulations, requirements and procedures.
- Experience interacting with several systems that affect the lives of people experiencing homelessness in Los Angeles.
• Ability to establish excellent relationships and work cooperatively with individuals, groups and organizations diverse in mission, composition, function, capacity and geographic location.
• Capacity to put theory into practice and support implementation at the program level.
• Knowledge of documentation practices and reporting procedures for programs.
• Ability to effectively facilitate productive discussion among diverse stakeholder groups.
• Ability to quickly grasp concepts and apply them to solve complex social problems.
• Ability to articulate and strategically pursue new ideas to improve homeless systems.
• Ability to think critically and strategically.
• Strong written, verbal, and presentation communication skills. Ability to communicate clearly.
• Proficient in Microsoft Outlook, Word, Excel and other computer systems.
• Strong time management skills and the ability to multi-task and prioritize in a fast-paced environment, while exercising sound judgment.
• Demonstrate a sense of urgency, responsiveness, and attention to detail.
• A valid Driver’s License is required.

Training & Experience

• Bachelors’ degree in fields related to in communications, advocacy, journalism, or marketing.
• Minimum of 3 years of experience as a program coordinator, community organizer, or related professional experience where skill sets developed include managing large scale projects, setting and maintaining work plans and timelines, working with multiple stakeholders and setting and reaching project goals non-profit, government, or private sector.
• Knowledge of homeless populations, systems and programs, including federal policy and program guidelines for CES.
• Knowledge of complex, public systems of care for homeless populations, including mainstream resources.
• Knowledge of relevant research on homelessness and evidence-based practices for homeless systems and interventions.

To Apply, please go to www.lahsa.org/jobs