



**Position:** Youth Specialist  
**Program:** Transitional Living Program  
**Department:** Children Youth & Family Services  
**Reports to:** Program Manager  
**Salary:** \$43,680 annually  
**Status:** 100%, Full Time, Exempt, Regular  
**Probation:** 180 days  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

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**JOB SUMMARY:** The Youth Specialist provides services and support to youth ages 18 to 24 who are residents in our Transitional Living Program. The Youth Specialist provides a variety of supportive and case management services including mentoring, coaching, behavioral support, education, transportation and other services that address overall needs of residents.

**ESSENTIAL FUNCTIONS:**

- 1) Act as primary contact for approximately 12 residents for their full length of stay at the Transitional Living Program;
- 2) Complete a comprehensive intake and assessment of new residents to help determine needs, interests, and goals;
- 3) Work with residents, and their current and previous supports to develop individual case plans to help them meet initial and intermediate goals in the areas of education and employment, housing stability, permanent connections and well-being;
- 4) Connect residents to supportive services such as mental health, health, substance abuse, employment and education both at The Youth Center on Highland and with external service providers. Act as liaison for resident with those resources;
- 5) Work effectively and creatively with the other members of an interdisciplinary case management team to support the needs of residents;
- 6) Attend case conferencing meetings to coordinate services with outside service providers;
- 7) Mentor and coach each young person to strive for independence through the completion of educational, career, mental health, and healthcare goals;
- 8) Be available to the residents for any needs ranging from crisis resolution to daily life skills management to escorting residents to appointments;
- 9) Accurately document services and complete data entry into HMIS and the Youth Services data base system and prepare monthly reports as required;
- 10) Facilitate groups and workshops;
- 11) Work a flexible schedule to be able to connect with Youth when they are available. This may include evenings and weekends;
- 12) Attend in-service training as required;
- 13) Participate in staff meetings, planning meetings and other meetings as needed;

**JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) 6-8 years of education or equivalent work experience and training;
- 2) 2-3 years of experience providing direct services to high risk youth including counseling and advocacy;
- 3) Working knowledge of Trauma Informed Service Model, principles of harm reduction and positive youth development;
- 4) Sensitive to the needs of gay, lesbian, bisexual, and transgender youth and youth experiencing homelessness;
- 5) Excellent verbal and written communication skills, including organizational, detail and interpersonal skills;
- 6) Strong computer skills and knowledge including word processing, spreadsheets, and database operations,
- 7) Bilingual (English/Spanish) strongly preferred;
- 8) Access to reliable transportation and the ability to be insured;
- 9) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 10) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people;
- 11) Have a passion for the Center's work and its mission to make the world a better place for LGBT people.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org)

website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028