



**BRILLIANT
CORNERS**

Where housing
and services
come together

WHO ARE WE?

Founded in 2004, **Brilliant Corners** provides innovative housing and housing-related services to California's most vulnerable individuals, with an emphasis on those transitioning from, or at risk of, homelessness or institutionalization. We develop, own and manage multi-family supportive housing and licensed

residential care homes, and implement a broad array of scattered-site, one-on-one supportive housing, and clinical case management programs through partnerships with developmental services, homeless services, veterans' services, and health care sectors.

In short, we do good work. We have offices in San Francisco, Los Angeles, the Inland Empire and San Diego and are growing daily. We are looking for YOU!--inspired, talented people who want to be part of a team that's affecting profound change and is having fun doing it.

WHAT IS A HOUSING COORDINATOR?

Housing Coordinators are the lifeline of our organization. The Housing Coordinator (HC) provides housing retention services to individuals who were formerly homeless and are now housed in scattered-site housing in Los Angeles County. The HC works directly with tenants and provides ongoing case management to ensure tenants successfully retain their housing over time. The HC ensures tenant well-being and unit habitability by conducting weekly, monthly, and quarterly home visits. The HC works creatively to prevent eviction and other housing-related issues.

As Brilliant Corners has been deemed an essential service, our HCs travel throughout our service areas to meet with program participants, case managers from partner agencies as well as property managers.

*** Please include a cover letter along with a resume when submitting for this position ***

WHAT IS FHSP?

The Flexible Housing Subsidy Pool (FHSP) is a supportive housing rental subsidy program of the Los Angeles County Department of Health Services (DHS), along with other governmental partners, managed-care organizations, and foundations. The goal of the FHSP is to secure quality affordable housing for extremely vulnerable Angelenos. Brilliant Corners, the central coordinating community-based partner for FHSP, works to secure a broad range of housing options, including individual apartments, blocks of units, and entire buildings. Brilliant Corners identifies and secures units countywide, provides move-in assistance and rental subsidy disbursements, coordinates with case managers, and assists with neighborhood relations.

The program currently serves over 5,000 formerly unhoused individuals and partners with hundreds of landlords and case management partners across Los Angeles County.

WHAT DO WE LOOK FOR?

You are a people person. You enjoy providing great, person-centered customer service to a diverse population. You like people and they like you.

You are a detail person. You take pride in your work. To you, getting the details right is essential to a good outcome.

Your middle name is Solution-Seeker. You exhibit good judgment and demonstrate great problem-solving abilities with a commitment to innovative solutions.

You are a hungry learner. You enjoy constantly taking in new information and are committed to continuous learning about the world and the work around you.

You thrive in a dynamic environment. You are at ease with rapid change and are flexible to adjust to the changing needs of an organization and your clients. You enjoy working collaboratively but are also able to get things done on your own. In short, you possess a positive, can-do attitude.

You are an expert in your field. You are a proven leader and team player, and are accomplished in the following areas of expertise:

Professional Experience:

- One year of work experience in non-profit human services, preferred though not required.
- Experience with homeless, veteran, and/or people with health conditions or impairments a plus, though not required.
- Knowledge of different housing models – such as permanent supportive housing or rapid rehousing – or the public housing agency (PHA) system a plus, though not required.

Behavioral:

- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Flexibility required regarding scheduling and prioritizing of tasks.
- Ability to utilize critical thinking skills in decision-making situations, good organizational and record-keeping skills, and good independent judgment.

Technical:

- Basic computer knowledge, MS Word and Excel required; PowerPoint preferred.
- Willingness to travel all over Los Angeles County and make regular in-person visits in the community.
- Possession of a valid California driver's license, a clean driving record, and automobile insurance.
- Access to reliable transportation.

WHAT ARE YOUR BENEFITS?

You are important. Brilliant Corners' commitment to serving our community extends to our commitment to our team members. We are here to ensure our team members feel safe, valued, welcomed, respected, and cared for through our competitive and equitable wages, flexible "blended" hybrid work schedules, emphasis on work/life balance, career development and comprehensive benefits package.



Position: **Housing Coordinator, FHSP**

Location: **Los Angeles, CA (LA)**

Salary Range: **\$20.67 - \$24.04, commensurate with experience**

Status: **Full-Time, Non-Exempt, Hourly**

Travel: **75%-100% (field visits with clients)**

Brilliant Corners is committed to providing a diverse, equitable and inclusive environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients, and does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Brilliant Corners is also committed to fair hiring practices and does not ask applicants to disclose conviction history before extending a conditional job offer.

Please refrain from soliciting phone calls or emails to any employee of Brilliant Corners about this opening. Brilliant Corners does not accept unsolicited assistance from search firms, employment agencies, or third-party recruiters for any of its employment opportunities. All resumes submitted by search firms, employment agencies or third-party recruiters to any employee at Brilliant Corners via-email, the Internet or in any form and/or method without a valid service agreement in place for this position will be deemed the sole property of Brilliant Corners, and no fees will be paid in the event a candidate is hired by Brilliant Corners as a result of the unsolicited referral or through other means.