



Housing Services Manager

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: Supervise Housing Services program, collaborate with landlords, supervise staff, and perform direct service to clients in transitional housing.

QUALIFICATIONS:

- Bachelor's degree in Behavioral Science, Social Services, (or equivalent experience and training).
- One year experience as a manager directly supervising staff in a social services agency preferred.
- Two years advocacy or case management experience with people in crisis preferred.
- Understanding of domestic violence, sexual assault, oppression, and related issues.
- Valid driver's license.
- Auto insurance with required personal liability minimum. (Bodily Injury are \$100,000 each person, \$300,000 each occurrence.)
- Pass a Background and Abuse Check.

SKILLS AND ABILITIES:

- Ability to handle confidential information.
- Familiar with community resources.
- Computer and word processing skills.
- Strong written and verbal communication skills.
- Ability to provide crisis intervention.
- Ability to supervise multiple staff members.
- Work effectively with other agencies.
- Work with minimal supervision.

ESSENTIAL FUNCTIONS:

- Closely monitor program budgets.
- Provide supervision to the Housing Services team.
- Write grant progress reports, and work within the parameters of the contract agreements.
- Ensure that the program is in compliance with contractual requirements and OAR's.
- Ensure that landlord communication and compliance is monitored.
- Complete all documentation.
- Develop and maintain relationships with community organizations and housing providers.
- Conduct regular client reviews of caseload with staff in program.
- Be part of on-call rotation to support survivors.
- Provide direct service to clients in housing.

Other Responsibilities:

- Adhere to ethical standards and best practice standards.
- Adhere to policies and procedures of the agency and Mentoring services.
- Maintain confidential information concerning the Agency, clients, and program organizational plans. Provide a safe physical and emotional environment for clients in the program.

Position Name: Housing Services - Manager

Department: Housing Services

Supervisor: Program Director

Revision Date: 6/12/2020

FTE: 1.0 Exempt Non-Exempt

Position #: 2020KC

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.

Please include the position name and position number
in the subject line of your email and in your cover letter.

For open positions, check our website at www.community-works.org

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