

POSITION DESCRIPTION

Job Title: Supportive Housing Director	Salary: \$ 24.00/hr - \$ 41.56/hr \$ 49,920/yr – \$86,445/yr	Effective Date: 6/20/2024
Class: Exempt/Flex	Supervisor: Executive Director	Revision Dates:
	Department: Supportive Housing	Revision Number:
Board Chairman Signature:		Executive Director Signature:
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POSITION SUMMARY

The Supportive Housing Director oversees the daily operation of the Supportive Housing Program. This position provides supervision and oversight to the Supportive Housing Case Manager and interim staff as they fulfill their roles toward supporting the client individual needs.

DUTIES AND RESPONSIBILITIES

- ◆ Ensure that the Supportive Housing Program is functioning as intended and supports the mission of the Agency.
- ◆ Develop, update and enforce the policy and procedures of the Agency and Supportive Housing Program operational policies.
- ◆ Oversee, facilitate and train staff on group development focusing on client needs that will provide an atmosphere of customer service in assuring that clients are treated in a friendly and respectful manner.
- ◆ Monitor and manage expenses to program budget and maintain HUD and/or other funder compliance.
- ◆ Ability to work with a diverse population, with specific concentration in mental health, substance abuse, intellectual developmental disabilities and physical disabilities.
- ◆ Focus on client empowerment evidence based or adopted best practices in providing services, seeking to assist clients build on strengths in addressing treatment needs.
- ◆ Collaborate with Tribal, State and Community agencies to provide best services to clients.
- ◆ Provide mediation and advocacy while developing relationships with community landlords/property owners to quickly find clients community housing.
- ◆ Oversee the monitoring of client behavior and provide feedback/consequences as necessary to the Executive Director.
- ◆ Assist with moving clients in/out of apartment housing units as needed.
- ◆ Respond to inquiries, gives appropriate information and referrals, and documents as necessary.
- ◆ Provide weekly supervision meetings with staff to support ongoing communication, provide guidance and manage issues in a timely manner.
- ◆ Address staff and client grievances in accordance with Agency and Supportive Housing policies.

- ◆ Other duties as assigned by supervisor.

QUALIFICATIONS:

- ◆ Associate or bachelor's degree, in social work or related field preferred.
- ◆ 5+ years' work experience in human services field along with 2+ year's supervisory experience.
- ◆ Experience working with the homeless, those experiencing domestic violence and clients impacted with trauma.
- ◆ Knowledge of HUD requirements/regulations for supportive housing programs along with tenant and landlord rights and laws.
- ◆ Possess effective personal organization, time management, detail oriented, with strong communication skills and be a self-starter.
- ◆ Able to work independently and problem solve.
- ◆ Able to identify gaps in procedures and services and then develop a more effective/efficient plan.
- ◆ Technology proficiency, including Microsoft Word, Excel and Office Suite.
- ◆ Valid driver's license e and full vehicle liability insurance.
- ◆ Preference provided to Native Americans.