



*Offering safety, providing stability and
equipping for self-sufficiency*

HOUSING STABILITY PROGRAM MANAGER

KEY INFORMATION

Reports To: Executive Director

Supervises: All Housing Stability and Landlord Locator program staff

Key Relationships: Family Services Manager, Volunteers, Development, Community Caring Network

Effective Date: November 2018

Hours: Full-time, 40 hours per week, including weekly evenings and some weekend hours

Job Classification: Salary, Exempt

Compensation: DOE; 401(k) plan; medical, dental & vision benefits;
PTO: vacation, personal time and sick time

SUMMARY

Responsible for managing and evaluating the daily Housing Stability and Landlord Locator program operations. Plans department work, assigns caseloads, supervises and coordinates program activities. Builds staff capacity to meet the needs of a fast-paced environment. Oversees offsite and onsite housing move-ins, move-outs, and family needs. Provides leadership and outcome planning to ensure the Housing Stability and Landlord Locator Team delivers high quality, effective programs to families facing homelessness. Responsible to design and ensure staff is trained in daily work. Ensures staff is integrating daily the spirit of the work in operations (ie, MI, Trauma Informed and other techniques). This role is foundational to the success of vulnerable and homeless single-parent families reaching their goal of self-sufficiency and stable housing while in the program.

RESPONSIBILITIES

- Manage and administer all Housing Stability programs; administrate the defined scope and components of the Housing programs. Ensure the evaluation of effectiveness and coordination of services.
- Oversee that programs are in compliance with funding, and program goals and outcomes.
- Ensure that programs are successfully integrating supportive services and components to stabilize and improve housing and outcomes of participants.
- Participate in the development of overall goals, objectives and policies of the Housing Stability program.
- Administrate, and may provide, training on established policies and Housing Stability services provided to families.
- Evaluate and report Housing outcome measurements and compliance in the database.
- Monitor budgets and analyze all financial reports to assess monthly progress.
- Oversee Housing Stability program staff and daily operations.
- Represent VMP at appropriate meetings, conferences, workshops, and other community events related to Housing, Emergency Shelter and Landlord Locator Programs.

- Network and maintain contact with industry and community resources for the purpose of collaborating and learning.

QUALIFICATIONS

- Have a personal relationship with Jesus Christ, be active in a Christian church and agree with the Vine Maple Place Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Possess a valid driver's license, safe driving record, and proof of insurance.
- Maintain an acceptable background check and ability to pass a drug test.
- Understanding of issues related to poverty, homelessness and the governmental, educational, and social service systems that serve low income people.
- Commitment to diversity and ability to work well with diverse family styles and multi-ethnic populations.
- Sensitivity to the needs of clients who are homeless, low income, limited English speaking, or impacted by domestic violence, substance abuse or other barriers to employment.

EXPERIENCE AND EDUCATION

- Bachelor's degree in a related field +4 years of management experience or a Master's Degree in Social Work (MSW) + 3 years of experience.
- Experience managing cross functional teams.

KNOWLEDGE, SKILLS AND ABILITIES

- Able to grasp complex policy and management issues, draw correct conclusions and articulate clear and focused effective policy solutions.
- Able to understand issues and make systematic and rational judgments based on relevant information.
- Possess broad-based knowledge of managerial experience with proven leadership and team-building capacities.
- Able to work well with others in a collaborative and respectful manner.
- Able to analyze budgets.
- Productive and positive team player.
- Ability to maintain a professional demeanor and confidentiality.
- Able to work under pressure and time constraints.

The above is intended to describe the general content of and the requirements for satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities or requirements of this position. Other duties may be assigned.

Send all Inquiries, Resumes and Cover Letters to: Info@VineMaplePlace.org
Only qualified candidates will be contacted.