



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

## **HOUSING STABILITY CO-MANAGER**

### **KEY INFORMATION**

**Reports To:** Housing Stability Director

**Key Relationships:** Family Services Director, Program Team, Volunteers, Development, Community Referral Network, and Clients

**Effective Date:** February 2020

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

**Job Classification:** Salary, Exempt

**Compensation:** \$41,600 – \$47,715, DOE; 401(k) plan; medical, dental & vision benefits;  
PTO: vacation, personal time and sick time

### **SUMMARY**

Responsible for coordinating and evaluating daily operations of the Housing Specialists (HS) team. Plans department work, supervises and coordinates program activities. Builds HS 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 HS team delivers high quality, effective programs to families facing homelessness. Responsible to ensure HS staff is trained in daily work. Ensures HS staff is integrating the spirit of the work in operations daily (i.e., MI, Trauma-Informed and other techniques). This role is foundational to the success of vulnerable and homeless single parents reaching their goal of self-sufficiency and stable housing while in the program.

### **RESPONSIBILITIES**

- Coordinate and administrate the defined scope and components of the HS team. Ensure the evaluation of effectiveness and coordination of services. Maintain the client roster with HS.
- Oversee offsite and onsite housing move-ins, move-outs, and family needs.
- 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 HS program.
- Administrate, and may provide, training on established policies and HS services provided to families.
- Oversee timely and accurate data entry by the HS team to ensure compliance with database procedures.
- Monitor and assess monthly progress with the Housing Stability Director.
- Represent VMP at appropriate meetings, conferences, workshops, and other community events related to Housing and Emergency Shelter.
- 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](mailto:Info@VineMaplePlace.org)  
*Only qualified candidates will be contacted.*