



JOB DESCRIPTION

Title: **Manager of Housing Services**
Supervisor: **Director of Planning and Community Development**
Department: **Home Care**

Overview:

The Manager of Housing Services-manages the operation of programs and services offered in housing settings to ensure comprehensive and coordinated services across programs while providing direct supervision to assigned staff.

Essential Functions:

1. Perform outreach activities in the community to promote the availability of Supportive Housing and other services at the established housing sites and develop relationships to expand service offerings to other sites as needed.
2. Develop and maintain a Memorandum of Understanding with the local housing authority that ensures a positive working relationship for each Supportive Housing site; maintain communications with other housing site contacts to facilitate the programs and services offered at each site.
3. Reviews Supportive/Congregate housing reports, outcomes, and statistics, including budget utilization, and service provisions.
4. Submit to Executive Office of Elder Affairs (EOEA) documentation that reflects the status of the programs at required intervals and as requested.
5. Directly supervises Supportive Housing Coordinators and other staff as assigned, including regularly scheduled individual and team supervision meetings.
6. Provide coverage and back-up at housing sites as needed.
7. Plan and develop procedures to optimize program operation across all housing sites where programs are offered.
8. Participate in the recruitment, training, and evaluation of program staff.
9. Support a departmental culture of customer service, consumer driven care, prevention and wellness, consumer choice, and consumer engagement.
10. Facilitates comprehensive training for Housing staff, including knowledge of Home Care and other agency programs.
11. Participate in the development and monitoring of housing program budgets.
12. Attends department and agency meetings as required.
13. Functions as a member of the interdisciplinary Home Care Management Team in the day to day operation of the Department.
14. Performs other duties as assigned

Qualifications:

1. Bachelor's Degree in Social Work, Human Services, or related field required; LSW preferred. Experience working with elders in direct service, preferably in a community setting.

2. Precise record keeping, excellent oral and written communication skills, computer skills and the ability to work independently.
3. Required to work a schedule of 37.5 hours per week
4. Candidate will possess strong work ethic with a high level of integrity and ability to interpersonal skills.
5. Ability to work independently and as part of a team.
6. Access to secure internet connection is required for remote work.
7. Must have valid driver's license and access to reliable transportation for required travel.