



## HOUSING DIRECTOR

### GENERAL JOB DESCRIPTION:

Responsible for the overall successful functioning and development of the Successful Living House Program. Supervises the Habilitation Lead at each habilitation home. Overall responsibility for the maintenance/improvement of houses. Our housing program continues to grow, currently with 11 houses, that when full have 5 residents each. Responsible for assessing challenges for House Program (both internal and external) and developing methods for addressing those challenges. This may include staff training, assisting with grants, or other strategies for navigating change. Oversees House Program budget, rents, staffing, occupancy and addresses actual or potential changes in income and/or expenses. Acts as on-call back-up for Habilitation Home Leads. Typically, a M-F 40-hour work week with occasional nights and weekends.

### CORE DUTIES

#### Staff Supervision

- Provides overall supervision of services, including reviewing person-centered plans and client notes on a monthly basis. Meets regularly with House Leads both individually and as a group. Provides support and resources so Leads are able to address the issues presented by residents and staff. Is available after hours to provide support in case of crises.
- Sets training goals and expectations that support staff in providing high quality services to residents. Participates in designing and implementing training that will help meet training and program goals.
- Oversee and manage staffing of houses, including approving time off. Oversight of management of staff schedules and related software.
- Review notes to ensure completeness, quality, compliance, etc. to ensure Chapter 24/Habilitation standards are met. Oversee quality assurance of all Housing files, documentation, etc.

#### Manage Program Assets

- Develops and oversees overall budget for the House Program, including all costs associated with providing housing and services, as well as income generated through payment for services, rent, grants, sale of property, etc. Uses budget as key part of planning and development of the Housing Services.
- Reviews budget with Financial Director on a regular basis.
- Prepare an annual budget to be reviewed and approved by the Successful Living Board, Executive Director and Leadership Team.
- Collects information on property repair, improvement, and maintenance needs. Prioritizes tasks and provides direction to Maintenance and Custodial staff.

- Assists in the acquisition of new properties. This may include planning use of space, getting permits, etc.
- By the time the remodeling is completed, will have staff and residents in place and house routines/procedures established. Will work with Human Resources Director and Intake Coordinator to accomplish this.

#### Program Administration

- Assures agency meets all State, County, and Federal rules and regulations, including Chapter 24, Habilitation, SCL and Successful Living policies by completing audits, recommending policies or by other means suitable to accomplish these requirements. Responsible for program client files and other required documents.
- Assists with seeking grants, referral sources and other resources in order to maintain effective functioning of the houses, to ensure effective conduct of programming of residents and to maintain the physical structure of the houses. Assures that agency meets all reporting deadlines and collects all necessary documents to remain in compliance with funders', collateral and City requirements.
- Develops, maintains and modifies written policies and procedures for the House Program, including staff and resident manuals. Assesses and updates policies and procedures at least annually.
- Develops and recommends to the Executive Director both short-term and long-term personal and program goals. Responsible for identifying and measuring outcomes for the SL House Program. Outcomes should be consistent with outcomes identified by funders and reviewers.
- Maintain occupancy minimum standards, resident retention and quality of services. Assure that contract minimums of staff availability is regularly met.
- Oversight of Housing Medication Management program, ensuring proper procedures are developed and followed, assuring participants receive medication supports needed, meeting all Chapter 24/Habilitation requirements.

#### Team and Agency Participation

- Represents the House Program to the Leadership Team and is an active member of the team.
- As part of the Leadership Team helps set agency goals and respond to challenges to the agency.
- Collaborates with members of Leadership Team, programs and other staff as needed to accomplish duties and responsibilities and to facilitate the functioning and goals of Successful Living programs.

#### **PROFESSIONAL RESPONSIBILITIES**

- Following through with a consistent schedule and adherence to deadlines.
- Completing all paperwork as assigned by supervisor.
- Meeting with supervisor weekly or as scheduled.
- Treat all colleagues, clients, and members of the public with dignity and respect.

- Prompt, professional and responsive communication with clients, fellow staff, supervisor, and collaterals—whether face to face, by phone, electronic device or in writing.
- Following all agency policies and procedures.
- Reflect a professional image by dress, personal appearance, and behavior.
- Maintaining confidentiality and following HIPAA guidelines.
- Other duties as assigned.

**RESPONSIBLE TO:** Executive Director

**STAFF PERSONS SUPERVISED:** Program Medication Manager/House Manager (transitional), Maintenance Supervisor, Custodial Staff, Habilitation Home Leads

**EDUCATION, TRAINING AND EXPERIENCE:**

- Bachelor's degree in the Human Service field; Master's degree preferred.
- 2+ years' experience working with low-income, high need persons. Additional experience may be used in lieu of MA/BA degree.
- Previous supervisory experience necessary.
- Previous experience with residential services necessary.
- Previous experience with training, group facilitation, and substance abuse preferred.
- Pass multiple background checks including but not limited to dependent adult abuse and criminal background check and driving records check.
- Valid Driver's License, reliable vehicle and current auto insurance. Maintain compliance with agency insurance requirements.

**WAGE/SALARY:** Salaried/Exempt

\$37,500 to start with full time benefits.

Competitive Benefits Package including, but not limited to:

\*Health Insurance (employer-employee funded)

\*IRA (optional)

\*Paid sick, vacation, and holiday time

\*Mileage Reimbursement

\*Employee Assistance Program (EAP)

\*Staff Development & Training

Interested candidates should forward their resume and references to the Human Resources Director at the agency: [dwatson@icsuccess.org](mailto:dwatson@icsuccess.org)