



**Title:** Housing Achievement and Enrichment Director

**Department:** Housing Achievement and Enrichment

**Supervisor:** Deputy Director

**Salary Range:** \$80,000 to 88,000 annually

Share is seeking a creative and caring individual to be our next Housing First Director. This position is responsible for the supervision of the daily operations of Lincoln Place, a site-based housing first program, supportive services at the Pacific and a hoarding specialist supporting people in maintaining their housing in the community. The Housing and Achievement Enrichment Director directly supervises the outreach housing case managers, client support specialists, activities coordinator and graveyard staff (14 people). The Housing First Director is responsible for ensuring that the staff are properly trained, that they are working with clients in a strength-based, supportive and ethical manner, providing client centered solutions to complex problems, providing on-going coaching to staff, as well as disciplinary action as appropriate and collaborating with community partners such as the Vancouver Housing Authority to ensure that the building is safe and being well maintained.

#### **Summary of essential job functions and responsibilities**

- 1. Provide a safe and comfortable environment for people who have experienced homelessness. Ensure that all staff utilize a housing first philosophy and are trained in harm reduction and motivational interviewing. Work with staff to ensure that all clients are treated with a warm positive regard.**
- 2. Be a part of an on-call staffing rotation to ensure that a supervisor was available to discuss crisis and provide coverage if necessary.**
- 3. Ensure that all staff are properly trained and growing in their professional development. Research and make recommendations for training opportunities outside of the agency.**
- 4. Ensure staff are following policy and procedures, completing reports and being prepared for monitoring. Conducting yearly reviews, coaching and disciplinary action as appropriate.**
- 5. Work with the staff to develop curriculum for special meetings, activities**
- 6. Responsible for ensuring that all programs meeting the proposed performance measures and seeking to enhance and adjust the program as needed to best serve the clients.**
- 7. Implement all policies and procedures to operate programs.**

**8. Review all reports for accuracy and completion before submitting them.**

**9. Debrief crisis situations with clients and/or staff as appropriate.**

**10. Ensure that case managers are providing case management to assist housing client in accessing eligible services and that individual action plans are realistic. Elements of the case management to be provided include:**

- **Assistance with daily living skills**
- **Linkage with financial entitlements**
- **Assist with the maintenance of housing**
- **Provide linkage with mental health treatment**
- **Provide linkage with drug and/or alcohol dependency treatment**
- **Assist with employment and vocational issues**
- **Assist with educational needs and goals**

**11. Ensure that comprehensive case management files and statistics required by funding sources are maintained.**

**12. Work with the team to create an enriching environment by planning events for staff and clients.**

**10. Attends meetings, workshops, seminars, or community events centered around homelessness and services for Share's clients as assigned by the Deputy Director.**

**11. Be able to speak publicly about people living in permanent supported housing.**

**12. Have the ability to work collaboratively within the agency and partners in the greater community**

**13. Be adaptable and creative to make the program fit the needs of the clients and the community.**

**14. Keep current with laws and regulations that impact permanent supported housing programs.**

15. Ensure that all required data is entered into HMIS (Homeless Management Information System) database.

16. Recognize that Lincoln Place requires 24/7 support and ensure that this requirement is met

17. Complete other duties as assigned

#### **Minimum requirements**

- 4 years experience with housing programs, behavioral health concerns and crisis intervention.
- Bachelor's Degree, MSW or LCSW preferred
- Experience in working with individuals and families with mental health issues and or physical disabilities desirable and the ability to work with families and individuals in crisis.
- Ability to operate basic functions of the computer and familiar with Microsoft Word programs.
- Must have a vehicle for the purpose managing operations at multiple sites, proof of insurance and a valid driver's license.

#### **Abilities required**

Knowledge of community resources and programs.

Knowledge of problems and needs of homeless, low-income, elderly and disabled individuals.

Knowledge or ability to acquire crisis intervention techniques.

Ability to establish and maintain effective working relationships with a wide and diverse range of others, such as business groups, community organizations, other human service providers and target population groups.

Must be able to effectively interact with persons with diverse ethnic backgrounds, cultural backgrounds and sexual orientations with respect and dignity.

Ability to maintain accurate records/documentation.

Must demonstrate effective communication skills by conveying necessary information accurately effectively both orally and in writing.

#### **Disclaimer**

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time**