JOB TITLE / ASSIGNMENT: Director of Housing and Homeless Prevention
REPORTS TO: Executive Director
CLASSIFICATION: Full time, exempt

OVERVIEW OF THE POSITION:
The Director of Housing and Homeless Prevention provides direction to all South County Outreach housing and homeless prevention programs and staff. The employee is expected to provide direct support in strengthening the overall performance of South County Outreach. Employee must be available to work evenings and periodic weekends. The employee must be available to work evenings and weekends. Due to the nature of this position, employee must have use of a vehicle, auto insurance and satisfactory driving record. This is full time, salaried, exempt permanent in-house staff position.

RESPONSIBILITIES/DUTIES
- Overseeing the complete operation of South County Outreach’s Housing and Homeless Prevention programs (Rapid Rehousing, Interim Housing, Transitional Housing and Rental and Utility). These programs are designed to help homeless families move from dependency to self-sufficiency.
- Staff and supervise the Housing and Homeless Prevention programs including the case managers, property manager, counselors, child care providers, and workshop facilitators
- Administer all departmental grants (including Community, City, County and Federal funds),
- Ensure proper administration of rent and utility and housing services
- Directs South County Outreach’s outreach to homeless families
- Plan and manage the annual departmental budgets for housing and homeless prevention programs
- Carry a caseload of Transitional Housing and Rapid Rehousing families
- Oversee the application, intake, move-in/move-out and exit processes for housing programs families
- Conduct weekly meeting to review the status/progress of clients in the program
- Oversee the application, intake, assessment and exit processes for clients for all housing programs
- Ensure that South County Outreach is represented at social service, shelter provider, and other meetings that will enhance client services
- Ensure accuracy and completeness of monthly, bimonthly and annual reports for contracts and grants directly related to housing homeless prevention programs
- Oversee the counseling program provided to the clients
- Approve all grant expenditures, billings and required annual paperwork
- Process all billings/expenditures on schedule
- Serve as staff liaison to the Board of Directors Program Committee
- Oversee property management of South County Outreach owned condominiums
- Direct all aspects of government grants – writing, reporting, billing, correspondence, audits
- All administrative responsibilities for program direction
- Maintain training for HMIS, EFSP and other position required training

KNOWLEDGE/SKILLS/ABILITIES:
- Meet all requirements for confidentiality of business and client information
- Meet all requirements for management of information, including data gathering, secure filing, and records retention
- Maintain knowledge of organizational policies and procedures
- Meet all applicable safety requirements of the position
- Organize workload throughout the day to meet project timelines and deadlines
- Ability to work well either alone or as part of a team
- Excellent interpersonal and communication skills
- Ability to establish rapport and interact with diverse group of people
- Demonstrated problem solving skills within crisis situations
- Ability to foster a positive, professional image for South County Outreach in the community
- Knowledge of budgeting processes and outcomes measurements
- Manage multiple priorities with attention to deadlines.
ORGANIZATIONAL RESPONSIBILITIES:
- Attends and participates in relevant staff and/or board and committee meetings
- Participates in staff development activities/trainings to complete job duties or as required by the Executive Director
- Responsible for developing and maintaining positive, effective working relationships with staff, volunteers and board members
- Background in or understanding of best practices in volunteer workforce
- Performs other duties as assigned

COMPUTER AND EQUIPMENT SKILLS:
- Possess excellent MS Word and Excel, internet, email, Access, and computer skills
- Uses copiers, fax machines, calculators, laptop and desktop computers, and phones

PHYSICAL JOB REQUIREMENTS:
- Sits at a computer station or work desk for most of some days
- Requires ability to stand in one position or walk short distances throughout the day
- Frequently stands and walks to other work stations and departments throughout the day, including moving up and down stairs
- Uses hands and fingers to handle perishable and nonperishable food and other donated items, operate computers, keyboards, and office equipment throughout the day
- Requires clear vision at 20 inches or less with or without corrective lenses
- Requires hearing and speech within normal ranges and sufficient for clear communication face to face and especially via telephone
- May lift up to 30 pounds often and carry for short distances; may need to lift items from ground level to waist level
- Exposed to physical conditions and noise levels of an office and packinghouse environment

MINIMUM QUALIFICATIONS/EDUCATION / EXPERIENCE
- Master of Science degree in Social Work
- 5 years of professional social work experience with homeless populations and the direct oversight of staff and government funded programs,
- Experience working with families in crisis

SALARY/BENEFITS
- $60,000 - $75,000 annually
- Health, Dental, Vision Insurance
- 403b retirement with company match
- Vacation – 2 weeks to start plus an extra week over the December holiday.
- Sick leave