

## Employment Opportunity

**Position:** Permanent Supportive Housing Director

**Summary:** This position is responsible for overseeing activities that insures provision of Permanent Supportive Housing; supervising Case Managers and Housing Navigator; insuring contract compliance and data collection.

**Reports To:** President & CEO

**Supervises:** Permanent Supportive Housing Case Managers and Housing Navigator

**Responsibilities:** (to be performed with or without reasonable accommodation):

1. Operates within the DuPagePads Core Values, which supports providing care in accordance with the Trauma Informed Policy and Practices of the Agency.
2. Participate in the hiring of program staff and retain skilled and qualified professionals. Provide the leadership necessary to maintain a motivated, productive and competent team through open communication and delegation of responsibility and authority. Guide and direct subordinates in their professional and personal development.
3. Quickly and fairly addresses employee performance and/or behavioral issues.
4. Provide and participate in quarterly employee performance checkpoint sessions and annual performance reviews that are centered on quantitative and qualitative goals and objectives, which are tied into the Agency's goals and objectives.
5. Oversee the screening and application process for the program.
6. Provide community education, development, networking, and recruitment activities on behalf of the housing programs.
7. Prepare and maintain accurate confidential case files, contractual compliance and paperwork, status reports, fiscal recording as required by funders.
8. Assess, evaluate and modify programmatic policies to meet outcomes.
9. Oversee weekly case management meetings, weekly supervision meetings, and monthly staff meetings.
10. Oversee budgets and spending for Permanent Supportive Housing programs.
11. Provide and/or insure support and enrichment programs to assist participants.
12. Advocate for increased community education, relationships, and solutions to benefit our client population.
13. Provide reports to program team at meetings, and prepares monthly report on program needs, development, and evaluation.
14. Assist in writing grants and contract proposals as assigned.
15. Provide follow up services to program participants as needed.
16. Other duties as assigned by supervisor.

**Knowledge, Skills and Abilities:**

1. Ability to hire, train and manage/lead employees.
2. Excellent engagement skills.
3. Effective communication skills, oral and written.
4. Demonstrated leadership skills.
5. Ability to build teams and manage staff, strong supervisory skills.
6. Effective crisis intervention skills.
7. Strong Organizational skills with attention to detail.
8. Knowledge of HUD budgeting and reporting requirements.
9. Possess demonstrated working knowledge of Microsoft Office Suite products (Word, excel, Power Point, etc.).
10. Excellent interpersonal skills.
11. Strong Problem solving skills.
12. Ability to work independently and work as part of a team.
13. Ability to develop strategic plans and visions.
14. Knowledge of issues related to homelessness and poverty.
15. Knowledge of grant writing process.

**Qualifications:**

1. Master's degree in Social Work or related field or 5 years experience in related field.
2. Minimum of two years experience with Program Management and supervision.
3. Experience with the Homeless Management Information System (HMIS) a plus.
4. Experience in housing related activities a plus.
5. Certification in substance abuse and/or MISA a plus.

**Other:**

1. Flexible hours required.
2. Be able to lift 10 pounds.
3. Provide own transportation.

**Classification Status:** Full-Time Exempt

To apply, please email cover letter and resume to [hr@dupagepads.org](mailto:hr@dupagepads.org), listing “Permanent Supportive Housing Director” in the subject line.