



Employment Opportunity

Position: Director of Interim (Overnight) Housing Program

Summary: This position is responsible for overseeing activities that ensure provision of Interim Housing; administer and manage overnight sites and support; participant screening process; supervise staff; ensure contract compliance and data collection.

Reports to: Vice President of Programs

Supervises: Interim Housing Case Workers

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 monthly supervision to improve employee performance, bi-annual 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. Recruit, schedule, and retain site and support congregations/organizations
6. Oversee the client screening and application process for the program.
7. Identify the needs for volunteer assistance; together with the Volunteer Coordinator, develop and conduct program volunteer orientation and training.
8. Ensure the provision of necessary Interim Housing supplies to staff, sites, and supports. Assess, evaluate and modify programmatic policies.
9. Meet and report on program outcomes.
10. Conduct monthly staff meetings.
11. Oversee budgets and expenditures for Interim Housing.
12. Advocate for increased community education, relationships, and solutions to benefit our client population.
13. Assist in writing grants and contract proposals as assigned.
14. Establish and maintain relationships with community organizations such as police, libraries, and parole offices; attend community meetings to network and develop resources for program participants
15. Prepare and maintain accurate confidential case files, contractual compliance and paperwork, status reports, fiscal recording as required by funders.
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. Possess demonstrated working knowledge of Microsoft Office Suite products (Word, excel, Power Point, etc.).
9. Excellent interpersonal skills.
10. Strong problem-solving skills.
11. Ability to work independently and work as part of a team.
12. Ability to develop strategic plans and visions.
13. Knowledge of issues related to homelessness and poverty.
14. Knowledge of grant writing process.

Qualifications:

1. Master's degree in Social Work or related field, or Bachelor's degree in Social Work or related field with five years' experience with homeless shelter and/or substance use and mental health conditions.
2. Minimum of three-year's experience with program management or community organizing, and supervision.
3. Experience in volunteer administration preferred.

Other:

1. Willing to work a flexible schedule including evening, weekend, and holiday hours.
2. On-call when during times the assigned Interim Housing sites are open.
3. Provide own transportation.

Classification Status: Full-time Exempt

To apply, please email cover letter and resume to hr@dupagepads.org, listing "Director of Interim (Overnight) Housing" in the subject line.