



TITLE: Director of Scatter-Site Housing Program

RESPONSIBILITIES:

- Hire, train, supervise, and develop a program team with a strong understanding of accountability for achieving outcomes for residents and complying with HASA regulations and requirements.
- Identifying, documenting and evaluating program outcomes and performance measures that can be utilized to refine and strengthen program quality and effectiveness.
- Successful execution of the program necessitates the ability to cultivate and sustain relationships with quality program partners; to have comprehensive knowledge of complex public benefit regulations and to provide strong staff leadership and oversight.
- The Director will also be responsible for resident/participant selection, contract management/counseling, crisis intervention, life skills, training, family reunification, and substance abuse treatment.
- Ensure all case records (electronic and paper) are accurate, comprehensive and up-to-date. The SSHP Director is responsible for monitoring staff compliance and providing training and support resources.
- Assess serious incidents, review appropriateness of incident management and make corrections as needed.
- Manage service delivery, maintain contract compliance.
- Manage the lease-up of rental units to maintain the contractual standard occupancy rate and ensure that all prospective residents are properly screened to reside safely in SSHP.
- Ensure that apartment conditions meet U.S. HUD housing quality standards maintenance and cleanliness standards and oversee all needed repairs within a limited budget.
- Develop linkages with community organizations to support the work of the program.
- Establishment and implementation of administrative procedures and policy recommendations for the Residence Program.
- Management of residential service contracts including preparation of contract compliance documentation and billing.
- Provides administrative and clinical supervision off all Residential Services staff and directs skills development and individual training plan for each staff member.
- Monitors physical and emotional state of residents particularly regarding changes in independent living capacity and need for support. Oversees all appropriate level and type of care for resident bases on nursing assessment and consultation with staff regarding nursing management.
- Development of new residential and supportive services programs.
- Development of volunteer programs in conjunction with internal/external services including recruitment, training, and supervision.
- Represents agency with other private and public service services providers and AIDS related citizen organizations; provides education and consultation regarding the service needs of persons with AIDS.
- Shares emergency on-call service nights and weekends with other residential service staff.

BACKGROUND AND EXPERIENCE:

- Master's Degree in Social Work, or related field with five years' experience both administrative and supervisory capacity in management operations.
- Knowledge of HRA contract and medical reimbursement procedures.
- Experience with New York City and State providers and benefit regulations.
- Experience working in community health, preferably with familiarity with low-income communities.
- Experience working with individual with mental illness, substance abuse and/ or HIV/ AIDs.
- Keen judgment essential for planning and accomplishing goals.
- Willingness to travel throughout Metro NYC.
- Computer literate with the following software: Microsoft Word, Excel and PowerPoint.
- **NYS - MSW licensure preferred.**

Interested candidates should send resume and cover letter to nbishop@hcci.org.