



Position: Director of Housing Programs
Status: Exempt, Full Time
Supervisor: Associate Director

AGENCY OVERVIEW: Abode Services is a community based organization founded in 1988. Services include support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. Abode Services has received a four-star rating from Charity Navigator for the seventh year in a row and is now the number one ranked human services agency for cost effectiveness in the State of California.

POSITION SUMMARY: This is a Senior Management position that will assist Abode Services in accomplishing their mission to end homelessness. It will oversee all housing programs at Abode Services, foster new housing partnerships, and provide input and expertise to achieve the agency's strategic goals.

RESPONSIBILITIES:

Program Oversight: Provide oversight to all Housing Programs and housing components of other programs within Abode Services including ensuring successful implementation, evaluation and coordination of services. Ensure that programs are in compliance with funding regulations, program goals, and stakeholder expectations. Programs include but are not limited to: Oakland PATH Rehousing Initiative, Supportive Services for Veteran Families, STAY, STAY Well, Linkages, Tri-Valley Housing Scholarship Program, Sunset Square Leasing.

Program/ Staff Supervision: Provide direct supervision to all staff managing the above mentioned programs. Provide regular and appropriate feedback including training, opportunities for professional growth, verbal and written improvement plans when needed, and regular evaluations.

Coordination of Departments: Ensure that programs are successfully integrating supportive services and housing components to stabilize and improve housing, income, and health outcomes of participants.

Evaluation and Quality Systems Management: Responsible for taking the lead in the evaluation of all agency programs including overseeing the HMIS system, monitoring dashboard all agency programs which leads into complete agency budgets. Work collaborative with other managers and directors to evaluation of programs occurs and that programs are modified to better meet outcomes based on evaluation data. Assist in the creation of the annual report for the public which describes all service outcomes.

Agency Liaison to the Community: Maintain effective public relations. Develop relationships with the community-at-large to instill support and confidence in the agency. Serve as a spokesperson for agency when called upon.

Senior Management: Collaborate regularly with agency management. Participate in regular "Senior Management" meetings with the Executive Director, Associate Director, CFO, Director of Development, Director of Properties and Assets, and Director of Social Services, to discuss issues relating to finances, human resources, and program operations.

Other duties as assigned.

QUALIFICATIONS:

- Minimum of 10 years of professional experience in the human services, social work, or related field.

- Minimum five years' experience in non-profit management with a proven track record in successful implementation of housing programs.
- Minimum five years of experience developing and programs for extremely low income people including those who have experienced homelessness.
- Supervisory experience with strong skills in program development and policy and procedures.
- Excellent written and oral communication skills.
- Strong organizational, detail orientated, and time management skills.
- Proven ability to work independently, effectively as an individual and part of the team.
- Strong ability to represent the interests of the agency, interact effectively with a diverse population with multiple special needs, and be comfortable building successful collaborative relationships with tenants, staff, and with community networking and resource building.
- Reliable transportation, valid and current CA Driver's License and Insurance.

Abode Services is an Equal Opportunity Employer/Drug Free Workplace