**YWCA of Rochester and Monroe County**

**JOB DESCRIPTION**

# POSITION: Director of Long Term Housing

**DEPARTMENT:** Administration

**DIVISION:** Housing

**REPORTS TO:** Director of Housing

**FLSA STATUS:** Exempt

**PURPOSE**

The Long-term Supervisor will be responsible for all of the long-term housing projects funding through NYSSP and ESSHI as well as supervision of staff and provide oversight to the day-to-day operations.

**Job Duties**

1. Provide program supervision to all direct reports. Provide regular supervision of all staff at least bi-weekly and documented in meeting notes.

2. Complete performance reviews and submit on time for all directly supervised staff following HR processes

3. Address performance and behavioral issues in a timely manner. Ensure these situations are thoroughly documented in accordance with HR processes.

4. Maintain accurate, complete record-keeping systems and reports. Review client charts with senior staff on a quarterly basis. Review all tracking systems and reports on a quarterly basis.

5. Serve as lead staff to residents’ advisory council; organize and conduct monthly residents’ meeting; Maintain positive relationship with property managers and meet a minimum of one time per month to discuss property management and resident issues.

6. Prepare or review monthly and quarterly statistical reports for all grants and stakeholders that support the housing program.

7. Create and manage budgets and contribute to the development of work plans and strategic plans.

8. Assist individual clients in developing, identifying, evaluating, and revising their service plans, milestones and short and long-term goals in the absence of Case Management staff.

9. Advocate for clients within and outside the YWCA.

10. Provide input on personal development, social/recreational programming and facilitate activities and groups as needed.

11. Develop, implement and annually update operations manual including staffing guidelines, policies and procedures for all program components.

12. Ensure that all staff is adhering to YWCA policies and procedures as outlined in the employee handbook.

13. Responsible for staffing decisions, performance management, career development and compensation recommendations for direct staff.

14. Perform other duties as requested.

**RELEVANT BACKGROUND**

**Experience and Education Qualifications**

* Bachelor's Degree in Social Work, Psychology or Human Service related field.
* Two (2) to three (3) years’ experience in case management/counseling.
* Minimum of 3 years in program supervision and experience working with homeless, substance abuse, or mental health

**TERMS OF EMPLOYMENT**

This is a grant position which may not exist beyond the duration of the grant period or any subsequent renewal of it.  When the grant or any subsequent renewal ends, grant employees will be terminated and their positions will cease to exist.  There is also no guarantee of continued employment for the duration of the grant.

A grant-funded employee may apply for and be considered for employment in another YWCA position in the same manner as any other applicant.  If hired into another position, the employee’s wage/salary from the grant position does not necessarily follow the employee into the new position.

**WORK ENVIRONMENT**

Usual human services office working conditions prevail.  Must be willing to travel unaccompanied to areas where the population served lives.  Must be available to work 37.5 hours per week and the work hours may include evenings or weekends.

At YWCA of Rochester & Monroe County, our mission is to help everyone find their place in the world. This means we continually celebrate the diverse community different individuals cultivate. As an Equal Opportunity Employer, we stay true to our mission by ensuring that our place can be anyone’s place.