

Mariners Inn

Title: Housing Director

Effective Date: 02/01/1999

Reports To: Chief Operations Officer (COO)

Review Date(s): 7/1/13, 3/5/15

Supervises: Six (6)

Responsibilities:

- Assumes responsibility for maintaining the clinical supervision of the transitional/ extended residency program staff.
- Responsible for maintaining the core counseling curriculum.
- Responsible for ensuring that supportive services budget is effectively expended during Executive year.
- Assumes shared responsibility for maintaining the client census within the transitional housing/extended residency program.
- Assumes shared responsibility for ensuring adequate communication with referral sources and for developing new referral sources.
- Assumes shared responsibility for assuring that the program remains in substantial compliance with the department of Housing and Urban Development (HUD) and other regulatory agencies.
- Responsible for scheduling case conferences and treatment plan reviews necessary for client progress and charting requirements.
- Makes reports to the Chief Operations Officer on a regularly assigned basis in all areas of the housing program.
- Maintain staff efficiency by scheduling staff growth and development workshops and completing performance evaluations.
- Develop annual program objectives in line with agency objectives and provide quarterly progress reports.
- Work with Chief Operations Officer to maintain the highest standards of professionalism and ethical character within the agency.
- Participate in the creation of plans designed to improve the condition of the client population as well as participate in programs that will improve program efficiency.
- Maintain statistical data for housing programs through the HMIS (Homeless Management Information System)
- All other duties as assigned by the Chief Operations Officer.
- Ability to lift 15-20 lbs.
- Ability to sit at a desk and utilize a computer for hours at a time.

Qualifications:

- Master's Degree in Social Work, Counseling or human services related field.
- Certified Clinical Supervisor- Reciprocal (CCS-R), CAAC or CAC-R (minimum) or MCBAP Development Plan
- Three to Five years experience in administration/management with demonstrated supervisory skills.
- A minimum of five years experience in the provision of rehabilitative or social services to individuals, families and groups in a health/mental health setting and considerable experience working with the homeless population; inclusive of co-occurring disorders.
- Ability to communicate clearly and concisely in written and oral presentations.
- Ability to establish and maintain harmonious working relationships with co-workers, staff, clients and the general public.
- Ability to meet the physical, mental and visual standards of the job.
- Experience using data based information systems such as HMIS (Homeless Management Information System), HMIS Annual Performance Review as well as experience with Section 8 and Coordinated Assessment Model for Housing Programs

Cover Letter and Resume should be emailed to humanresources@marinersinn.org by September 1, 2015. No hard copies via mail and/or faxed. Email attached materials only! Please Type position applying for in the subject line.