



## **JOB DESCRIPTION**

**Position Title:** Housing Program Manager  
**Job#:** SCC07141701  
**Status:** Exempt, Full-Time  
**Dept./Program:** SCC Housing/ Reentry  
**Location:** San Jose, CA  
**Supervisor:** Director of Housing Programs

### **POSITION SUMMARY:**

The Housing Program Manager is responsible for the oversight of rapid rehousing programs serving homeless individuals and families in Santa Clara County at the reentry center. Key responsibilities include supervision of housing services, case managers, budget and contracts oversight for large public contracts, housing inventory, landlords and property managers, maintaining a close focus on successful outcomes for program participants; to ensure successful program delivery.

### **JOB RESPONSIBILITIES:**

- Provide leadership and direction to all Abode Services programs under this umbrella.
- Manage multiple housing programs with the primary function of creating, sustaining, and growing relationships with community partners that enable Abode to provide appropriate housing and case management to participants.
- Responsible for contract compliance, reporting, and monitoring for multiple programs and funding streams, including financial reviews, budgets, and projections; chart audits; and managing funder relationships.
- Act as the primary liaison with all Santa Clara County -based partners including but not limited to the Santa Clara County Office of Supportive Housing, Housing Authority of the County of Santa Clara, Probation and Parole departments, Behavioral Health services.
- Oversee the development and implementation of housing programs, including building landlord relationships, negotiating and executing lease addendum agreements, overseeing subsidy payment, integrating services and housing, and cultivating an inventory of units appropriate for program participants.
- Participate as a member of the Abode housing team by attending management meetings, developing housing plans, reviewing budgets and establishing policies and procedures for rental subsidy programs.
- Work with funding agencies to provide required information and implementation and monitoring procedures to insure proper data collection and reimbursement.
- Submit all data in HMIS and other relevant systems.
- Other duties as assigned by supervisor.

### **JOB QUALIFICATIONS:**

## Housing Programs Manager – Santa Clara County

### Job Description

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- A minimum of 5 years of professional experience in social work, psychology or related field and demonstrated experience in rental housing programs for low income, special needs households.
- Bachelor's degree required, Master's degree preferred.
- A minimum of 3 years managing complex contracts in excess of \$1M.
- Proven track record in designing and operating effective programs including the development, implementation, and enforcement of well-designed policies and procedures.
- Considerable knowledge of housing programs, including tenant-based rental assistance, master leasing, fair housing principles, tenant rights and responsibilities, and crisis prevention and management.
- Strong administrative skills, to support staff in maintaining proper fiscal and programmatic files, develop and review reports and invoices, and conduct other tasks to support regulatory compliance.
- Strong Microsoft Office Suite skills, including Excel.
- Ability to understand and adapt existing programs to policy and regulatory changes as needed.
- Excellent written and oral communication skills.
- Strong organizational and time management skills and attentiveness to detail.
- Bilingual strongly encouraged.

**Notice:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

**Equal Opportunity Employer/Drug Free Workplace.**