



## **JOB DESCRIPTION**

**Abode Services** is a community based organization founded in 1988. Services include a variety of 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. The agency provides services throughout Napa County, Santa Clara County, San Mateo, Santa Cruz and Napa Counties.

Abode is seeking an experienced **Housing Programs Manager** responsible for the oversight of various scattered-site supportive housing programs serving homeless individuals and families in Santa Mateo County. Key responsibilities include supervision of housing and case management services, budget oversight for large public contracts, and maintaining a close focus on successful outcomes for program participants to ensure successful program delivery. This is an exempt, full-time position reporting to the Director of Housing Programs.

### **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 to participants. This will include oversight of Rapid Re-Housing, and Housing Voucher Programs for various high risk populations.
- Responsible for contract compliance, reporting, and monitoring for multiple programs and funding streams, including financial reviews, budgets, and projections; chart audits; and maintaining funder relationships.
- Provide direct supervision to staff implementing programs, including those providing case management to program participants, data and compliance specialists, and housing staff.
- Oversee the development and implementation of housing programs, including building and maintaining community partnerships with landlords and social service partners.
- Ensure program compliance with Housing Authority of San Mateo County lease up requirements. This includes negotiating/executing leases and other HUD required documents, and ensuring compliance with procedures as outlined by HACSM.
- Oversee subsidy payments for all RRH programs, 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.

### **Qualifications:**

- BS/BA degree in Psychology, Human Services, Social Work, Sociology or related field required. MA/MSW in psychology, social work or related preferred.
- 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.

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- Bilingual applicants strongly encouraged to apply.
- Proven track record in designing and operating effective programs including the development and implementation of well-designed policies and procedures.
- Considerable knowledge of housing programs including 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.

**Abode Services is an Equal Opportunity Employer/Drug Free Workplace**

*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.*