Housing Director

Job Description:
The Housing Director is responsible for overseeing the operation of a new permanent supportive housing facility, Grace Brown House, for women and children survivors of Domestic Violence. Will work closely with the Aid to Victims of Violence (AVV) program. Responsible for coordinating smooth operation of the program within the YWCA and the larger community.

Supervision Responsibilities:
- Supervise operation of 25 units of permanent supportive housing for Domestic Violence victims, round the clock operation
- Provide leadership and manage the program; make decisions; solve problems; hold routine staff meetings
- Manage the employee hiring process; develop or update job descriptions; develop performance expectations, identify essential functions and knowledge, skills and abilities required; respond to questions pertaining to the need for background checks; assign work shifts; complete position requisition forms; form selection committees, if applicable
- Manage employees and team performance; provide new employee orientation; train or provide adequate training for employees, volunteers and interns; coach, counsel and motivate employees; evaluate employees; investigate complaints or performance concerns; implement disciplinary action as needed
- Manage and ensure effective employee/labor relations; create an ethical, non-discriminatory and safe work environment; establish effective communication lines/methods; identify and solve employee problems; and manage conflict, approve leave and overtime; complete or review and sign time sheets
- Establish and manage a budget; approve expenditures; initiate and sign appropriate paperwork
- Collection, maintenance and dissemination of statistical information relating to services, and those statistical reports mandated by funders (monthly, quarterly, and annually)
- Work closely with AVV Program Director and staff and housing partner Christopher Community
- Work closely with the Finance Department and YWCA Program Directors
- Maintain client confidentiality

Housing Assistance Responsibilities:
- Actively participate in Housing related committees to include Southern Tier Homeless Coalition, Cortland County Housing Committee, OPDV Provider meetings, etc.

Child care Benefit:
The YWCA subsidizes 25% of child care costs for children enrolled in YWCA child care programs.
Infant care @ $245 per week is a $61.25 benefit per week and $3,185 benefit per year
School Age care @ $185 per week is a $46.25 benefit per week and a $2,405 benefit per year

Health and Wellness Benefit:
Employees can attend one class per day or work out in the weight room.
- $60 per month benefit
- $720 benefit per year

Paid Time:
32 hours of personal time
Accrue 3.69 hours per paycheck for sick leave and vacation
Paid holidays

Health Insurance:
The YWCA contributes $3,600 per year to each employees plan.

Retirement:
Available to employees working two years with the agency. YWCA Cortland along with YWCA Retirement Fund contributes an average of 3-5% annually regardless of employee contributions. Contribution elections are reviewed on an annual basis

The YWCA embraces a family friendly and flexible work environment. Benefits are for full-time positions and prorated for part-time.
• Develop and maintain housing policies and procedures, in conjunction with the AVV program, housing partner Christopher Community and state funding agencies

• Work with YWCA committees and the YWCA Board of Directors, which will assure consistency, competence and compassion in program operations consistent with the objectives of the YWCA

• The Housing Director in conjunction with the AVV Program Director maintains relationships with other service agencies throughout the Cortland area; i.e.: DSS, Mental Health, police agencies, probation, hospital, SUNY Cortland and others directly connected with services for victims of domestic violence

• Write grant applications

• House victims of domestic violence and provide support services as needed

• Responsible for the upkeep and maintenance of all clients’ files and program records

Qualifications:
Bachelor’s Degree in Human Services or related area required, MSW desirable, with 2-3 years of supervisory experience operating supportive housing preferred.

Working Conditions:
Participation in after work meetings, conferences and in-service presentations. Subject to 24-hour emergency calls.

Reports to:
Executive Director