

Position/Title: **DIRECTOR OF HOUSING AND COMMUNITY BASED PROGRAMS**
Classification: Exempt/Full Time
Reports To: Executive Director
Location: 203 Haverhill Street, Lawrence, MA 01840
Compensation: Based on experience and Association guidelines

ABOUT THE YWCA

The YWCA Northeastern Massachusetts is a social change organization which exists today for the same reasons it was founded back in 1892: to assure that women have the tools, skills and opportunities needed to become and remain personally and economically self-sufficient. Behind every one of our milestones is a story, a journey, and an unwavering commitment to improving the lives of women and their families. The breadth of our offerings is great, with every program and service molded to our mission of helping to foster peace, justice, freedom and dignity for all. Each year we serve over 15,000 people from our Lawrence, Haverhill, Lynn, and Salem, NH locations, where people know they can turn for caring, compassionate and highly skilled support.

POSITION SUMMARY

The Director of Housing and Community Based Programs ensures that all Permanent Housing Programs, Domestic Violence Housing Stabilization Program, Domestic Violence Emergency Shelter, and Haverhill Community Based Programs are highly effective, efficiently delivered, responsive to survivor and community needs, fully accessible, in-line with the Association mission and strategic plans, and in compliance with funder and legal requirements. The Director is responsible for the overall planning, administration and management of the YWCA's four housing programs and Haverhill Community Based Programs. This includes providing overall leadership and supervision to the program management team. The Director reports to the Executive Director and is an integral member of her management team.

ESSENTIAL FUNCTIONS

- Assume an active role on the management team, participating in the planning, development, and implementation of program goals and objectives.
- Ensure full compliance of Housing Programs, Haverhill Domestic Violence/Sexual Assault Community Based Program, and Haverhill Fundraiser and Community Awareness Projects and initiatives with Association policies, funding sources, contract requirements, and state, federal or local laws.
- Oversee 7-units of supportive permanent housing, 20-units of single room occupancy, 9-units of DV Transitional Housing, 5-bedroom DV emergency shelter.
- Ensure housing programs are in compliance with low income tax credits, HOME, HMIC & Spectrum funding regulations, and DPH funding requirements.
- Oversees the YWCA Domestic/Sexual Violence Program at the Haverhill site which includes individual and group support to victim and survivors, teen and community education, awareness event and annual fundraiser.
- Assist in the creation of program budgets, monitor expenses, and actively participate in the development of funding proposals.
- Ensure that all program files, data, outcomes and reports are accurate and complete.
- Create, oversee, and maintain uniform systems of client record and service data-keeping which will ensure strict client confidentiality, seamless client services, and effective program evaluations.
- Provide supervision to Haverhill Site Director, DV Shelter Director, and Housing Stabilization Coordinator.
- Oversee recruitment, hiring, training, and evaluation of all program staff.
- Ensure all program staff, interns, and volunteers have effective training and professional development.
- Be available after hours and on weekends for back-up support as needed.
- Drive initiatives for YWCA National Association and Jane Doe, Inc.

NOTE: This job description outlines the nature and level of assignments in this position. They are not an exhaustive list of duties. Additional duties may be assigned as needed.

QUALIFICATIONS

Must Have

- M.A. or M.S. Degree in related field or an equivalent combination of experience and education; with a minimum of four years supervisory experience.
- Four years of experience with housing compliance for LIHTC, HUD, HMIC, Spectrum and Project Based rental program.
- Four years of experience providing services to survivors including two years in a DV/SA Association.
- Completion of the Association's 40 hour DV/SA counselor training, or equivalent, and a strong desire to work with survivors;

survivors are encouraged to apply

- Commitment to respecting individual differences and serving diverse populations.
- Exceptional organizational and communication skills and an ability to inspire a team.
- Experience designing and implementing effective systems and procedures.
- Experience and knowledge in local community service agencies.
- Experience using standard computer software to improve operational efficiency.
- Comfort in learning new computer software.
- Valid driver's license.
- Access to reliable transportation.
- Bilingual (English/Spanish) a plus.

PHYSICAL/MENTAL DEMANDS

Work requires sitting, standing, stooping, bending, walking, and climbing. Position requires driving to and from appointments and making presentations.

Work is varied in nature and requires the ability to make clear and concise presentations, to communicate in person and on the telephone and to respond to crisis situations in an appropriate manner.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

It is expected that all professional staff will function as self-directed members of a team. The activities and performance of the individual in this position shall meet appropriate professional standards and be in keeping with the philosophy and purpose of the YWCA Northeastern Massachusetts.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This document does not create an employment contract implied or otherwise, other than an "at will" relationship.

The YWCA Northeastern Massachusetts is an equal-opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, relation or national origin.