

Project RETURN Housing Program Director

General Summary:

The Housing Program Director will be responsible for successfully implementing and maintaining Project RETURN's new resident housing program.

Principal Duties and Responsibilities:

As this is a new position to oversee a new program, the duties and responsibilities of this position must be divided into two types: short-term and long-term. Those that are short-term responsibilities will occur over the course of the position's first 6-12 months and are focused on determining the program's policies and procedures and getting them into place. The long-term responsibilities are focused on maintaining and continually evaluating the efficacy of those policies and procedures.

Short Term

- Work with the Project RETURN Executive Director to develop Project RETURN's Housing program policies and operating procedures.
- Meet directly with Project RETURN's Board and Housing Sub-committee members to understand history of program development, as well as its philosophy and goals.
- Develop the housing program's intake and resident application process.
- In coordination with the Development Coordinator, help identify funding sources for new housing program development. Funding sources will include those that underwrite the monthly "rent" cost for individual units or persons (State, Federal, DOC, Medicare, etc.) and those that are traditional donor streams (individual, foundation, religious, etc.).
- Help develop and coordinate non-housing services with Project RETURN and appropriate partner agencies
- Develop process for data collection and participant information for the purpose of program evaluation and grant reporting.
- Source and procure furnishings, linens, kitchen supplies and other apartment needs to fully outfit each unit. Develop processes to track inventory and resupply each unit as they turn over. Look into feasibility of creating partnerships with churches and other donors to "adopt" each unit.
- Modeling on other similar programs, develop and implement written House Rules for residents. Develop method of communicating/posting Rules and create process for adherence to Rules and consequences for non-compliance.
- Develop process for graduated monthly payment by residents, including determining when, why and by how much monthly payments should increase, based on residents' employment status and progress in other life skills.
- Along with the rest of the staff, assist with the relocation of Project RETURN's offices to a new location.
- Other Duties that may become apparent as the program gets underway.

Long term

- Responsible for managing and overseeing the 24 hour operations of Project RETURN's Housing Program and all of its housing services, including being on call in the event of emergencies.
- Update and maintain Project RETURN's housing policies and procedures, the application process, and any additional documents as needed to reflect any changes for future performance period(s)
- Ensure fidelity of program implementation including the consistent use of evidence-based assessment tools and help with the development of individualized case plans for each participant.

- In coordination with Development Coordinator, help identify funding sources for continued housing project development.
- Maintain data and participant information for the purpose of program evaluation and grant reporting.
- In coordination with onsite manager and other Project RETURN staff, prepare residents to transition out of the housing program and into independence.
- Develop strategies that will optimize Project RETURN's housing programs, including direct and indirect housing services
- Represent the organization with various public, regulatory, non-profit, business, and community groups and conduct community input processes such as project planning, specifically dealing with housing.
- Direct studies and prepare recommendations regarding program development and work with other local housing services agencies.
- Supervise and assist on-site Housing Manager with their duties.
- Mentor interns and volunteers as assigned by Executive Director. Report on progress of interns/volunteers as needed.
- Assist Project RETURN's case managers and volunteers with daily case management duties including intake, structured case management sessions, documentation of participant progress, transition plans for each participant, and monitoring compliance with program probation and parole requirements for each resident
- Maintain resident list and oversee participant entry/exit planning to ensure appropriate occupancy.
- Work with outside groups to advance the goals of Project RETURN. Develop and maintain relationships with community agencies, other service providers, city, county and state programs as a representative of Project RETURN.
- Coordinate and continually evaluate participant services with Project RETURN and appropriate partner agencies. Participate in inter-agency meetings and work groups as needed.
- Monitor and evaluate program budget, expenditures, and other fiscal responsibilities routinely, at a minimum, on a monthly basis.
- Other Duties as assigned

Qualifications

- College level coursework (or work experience equivalent) in real estate, community or urban development, property management, business, public administration, or finance.
- Direct or indirect experience with the criminal justice system and/or the challenges of re-entry housing preferred.
- Familiarity with low-income housing tax credits, HUD,-and similar housing programs.
- Strong written and oral communication skills to accurately obtain, interpret and transcribe complex programs at all levels of the organization.
- Ability to take direction and then work independently.
- Strong computer skills (experience preferred in "lease" related software)