

<b>Job Title</b>	Director of Housing
<b>Employer/ Agency</b>	Northwest Assistance Ministries
<b>Job Description</b>	<p>The Director of Housing manages all current and new homeless prevention programs (CCHP and Permanent Supportive Housing) in collaboration with NAM’s leadership and management staff. This position also is responsible for planning, organizing, directing, and coordinating services and budgetary activities of the stated programs. This position represents NAM as directed by the Chief Operating Officer in various community meetings and/or local government.</p> <ul style="list-style-type: none"> <li>• In collaboration with the CEO and the Leadership Team, leads and participates in the development of the housing program’s strategic direction.</li> <li>• Participates in yearly development of agency and program budgets as well as development of agency fiscal policies in collaboration with the management team.</li> <li>• Develops, implements and communicates policies and procedures for all housing program grants, and grants that this position is responsible for.</li> <li>• Represents NAM in community meetings as it relates to housing and homelessness.</li> <li>• Participates in agency meetings (e.g. staff training, case conference, shift change).</li> <li>• Currently oversees/manages the following programs: CCHP &amp; Permanent Supportive Housing (Singles and Families).</li> <li>• Assesses and monitors the effectiveness of housing placement and supportive services of the stated programs. Recommends program enhancements to assure provision and high-quality services for clients.</li> <li>• Supervises the following positions on an ongoing basis: CCHP Case Managers and Permanent Supportive Housing Case Managers.</li> <li>• Conducts written performance evaluations on all supervisees annually.</li> <li>• Responsible for developing program staff’s skill base, both as individuals and as a group to ensure adherence to program standards and agency philosophy. Ensures the use of Housing First, Motivational Interviewing, and Harm Reduction principles among staff/teams.</li> <li>• Ensures a client centered culture throughout all programs.</li> <li>• Ensure that staff operate with Trauma Informed Care.</li> <li>• Participates in the hiring and supervision process of staff for the programs already identified and as needed for other positions at NAM.</li> <li>• Provides monthly written report on programs to the Chief Operating Officer.</li> <li>• Participates in contract negotiations.</li> <li>• Analyzes program and/or agency data through HMIS.</li> <li>• Reports to and makes recommendations to Chief Operating Officer regarding programmatic changes to increase client accessibility and housing retention success.</li> </ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Master’s degree, preferred in Mental Health or Social Related Studies or equivalent degree or 10 years of equivalent experience.</li> <li>• Valid Texas’ driver’s license, insurance and access to an automobile. Proof of insurance and additional insured endorsement required.</li> <li>• Ten or more years of experience in program development and management, including planning, organizing, directing, coordinating and implementing services, including staff supervision and training in a nonprofit, community-based setting.</li> <li>• Five to 10 years of developing and managing budgets.</li> <li>• Advanced knowledge of principles and practices of program management and administration, governmental policy, financial analysis.</li> <li>• Knowledge and experience of intensive case management, housing placement and retention strategies.</li> <li>• Ability to assess program needs.</li> <li>• Experience in developing, planning and implementing programs and services to very low income, homeless individuals and individuals living with addictions and co-occurring issues.</li> </ul>
<b>Salary/Hours</b>	Full Time
<b>City, State, Zip</b>	Houston, TX
<b>Email Address</b>	<a href="mailto:resumes@namonline.org">resumes@namonline.org</a>
<b>Application Method</b>	For consideration, please email your cover letter and resume as an attachment to <a href="mailto:resumes@namonline.org">resumes@namonline.org</a> with the job title “Director of Housing” in the subject line.
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.