

# Mental Health America of Northeast Indiana

## Job Description

<b>Position Title:</b>	Director of Housing Services, Cedars Hope
<b>Reports to:</b>	Executive Director
<b>Status:</b>	Exempt, Full Time
<b>Location:</b>	Allen County/Northeast Indiana
<b>Salary Range:</b>	\$40,000 – \$50,000

### GENERAL PURPOSE

The Director of Housing Services has oversight of Cedars Hope, a residential program for homeless women living with mental illness. Responsible for the daily operations, case management and support services, personnel, contract administration, and operational efficiency.

Director is responsible for case management services that advocate and help residents lead lives of independence and choice in community settings. Facilitate supportive services so residents learn what is needed to successfully manage mental health symptoms and obtain entitlements, education, and employment. Help link residents to all available and relevant services and help them advocate for themselves.

Develop and maintain mission-driven, sustainable programming and services consistent with the agency's strategic plan. Work with the Executive Director to create, monitor and report on progress of work plans and program budgets to achieve goals.

*Cedars Hope is a permanent supportive housing program and partially funded by Housing and Urban Development (HUD).*

### ESSENTIAL DUTIES & RESPONSIBILITIES

#### Program Management

- Participate in the agency's management team, demonstrating a commitment to building cooperation and collaboration among managers, staff, programs and departments.
- Develop and promote innovative, recovery-oriented case management to assist residents in achieving and maintaining independent community living, including residents transitioning from hospitalization or homelessness.
- Build cooperative relationships to improve access to public assistance, housing, medical and mental healthcare, and community-based support services.
- Assure a positive, supportive environment (internally/externally) that promotes person-centered services for all residents.
- Manage facilities to ensure the safety and wellbeing of residents and staff.
- Implement program approaches that follow state and national housing standards.
- Assist with developing and implementing an annual program budget.

- Responsible for the accuracy, quality, and confidentiality of program records, and ensure compliance with documentation procedures.
- Plan and implement an evaluation process to measure program goals and outcomes, including tracking, analyzing, interpreting, and reporting quantitative and qualitative data.
- Assist with grant applications and funding requests, as required to meet programmatic monetary needs.
- Develop and implement program policies and procedures, and enforce compliance with policies.

### **Supervision**

- Provide leadership, mentoring, coaching and guidance to staff in performing their work duties and fulfilling regulatory and contractual obligations.
- Maintain adequate staffing to support adequate service and quality levels.
- Assure that performance reviews are completed annually for staff under direct supervision, including establishing specific, individual professional development goals.

### **Other**

- Maintain confidential written records of client interactions.
- Attend organizational, departmental, and committee meetings as directed.
- Perform other duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

- Degree in Social Work, Public Health, Public Administration, or other appropriate subject matter. Master's degree or licensed social worker (LSW, LCSW or other) preferred.
- At least four years of work experience in supervision, program development and management; preferably in residential and/or mental health care.
- Thorough knowledge of applicable HUD rules and regulations, and stay up-to-date with any legislative changes that can affect the program.
- General knowledge of state and federal employment laws.
- Ability to collect and maintain data; analyze and solve problems; learn and apply new information and skills; and perform highly detailed work.
- Proficiency using MS Office applications and other common software applications.
- Excellent communication skills (written, verbal, and non-verbal) and ability to respect and interact with diverse persons.
- Possess conflict resolution and cultural sensitivity skills.
- Ability to build relationships with various organizations in order to maximize MHANI exposure.
- Ability to work with minimal supervision, self-motivated, attention to detail, well organized, and dependable.
- Acceptable work ethics, professional conduct and appearance, reflecting MHANI's image and values.
- Must pass a criminal history background check.
- Some after-hours work may occasionally be required.
- Valid Indiana Driver's License and required minimum insurance coverage.

## **PHYSICAL DEMANDS**

While performing the duties of this position, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands to operate office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and to occasionally lift up to twenty pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not construed as an exhaustive list of all job duties or specific tasks performed by the employee so assigned.

I understand and accept the responsibilities described above.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Director of Housing Services Job Description  
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