



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA of PATERSON

Job Title: Housing Director

Leadership Level: Team Leader

FLSA Status: Exempt

Reports To: CEO & Vice President

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Resident Director position works with mental health, community agencies, social services and other partners to ensure clients receive services leading to positive outcomes and personal growth. The Resident Director represents the Y in community issues related to homelessness and works to advance and leverage the YMCA of Paterson's cause and brand.

HOURS: Monday – Friday

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

LEADERSHIP COMPETENCIES:

- Collaboration
- Communication & Influence
- Philanthropy
- Operational Effectiveness & Fiscal Management
- Program/Project Management
- YMCA Team Leadership certifications must be acquired in a timely manner

Areas of Responsibility

- Oversee the application, background checks and interviewing process of applicants for the housing at the YMCA and makes the determination on each applicant's eligibility to live at the YMCA.
- Follow all YMCA guidelines when filling an open occupancy; including the with review of all necessary documentation and an orientation to review all rules and regulations upon approval of application.
- Oversee the resident's needs and develop client-centered care plans to connect and refer them to community-based services and programs including, but not limited to: medical and mental health services, social services, and substance abuse treatment programs
- Assist with developing the annual operating objectives and budget for the residence program.
- Creates and maintains Housing Program Procedure Manual.
- Provide all the necessary record keeping, data collection, and report filing as required by governing authorities and/or grant funders
- Follow up on delinquent rental payments; Files landlord/tenant cases against resident not paying rent or violating rules
- Liaise with community partners to provide consistent client advocacy to assure needs are being met once referrals and connections are made
- Work collaboratively with the Resident Services Team to resolve resident issues and provide crisis intervention
- Develop a network of related community services to assist in the delivery of a comprehensive support program for the residents. This will include attending outside service meetings related to the residence at locations such as Department of Social Service, HUD, etc.



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- Oversee the development and coordination of programming onsite, and connect residents to economic empowerment initiatives; non-traditional therapeutic initiatives including arts, literature, and music; health and wellness activities; and programming that builds community, reduces social isolation and fosters mutual aid
- Conducts regular studies of resident and designs program so that needs are met; implement policies and procedures relating to provided services; ensures staff adhere to and improve processes
- Provide leadership to case management teams. Conduct meetings and trainings to ensure program compliance and to enhance staff skills; Hires, trains, supervises and evaluates staff, which includes full and part-time staff and interns
- Establishes connections with appropriate private and public agencies
- Monitors and maintains compliance to relevant federal, state, and local programs, such as the Federal Emergency Shelter grant, County emergency shelter grant, Homeless Management Information system, HUD Annual Progress Reports (APR) for drug and alcohol grant, Phase I McKinney Funds and Phase II McKinney Funds; Remains current on all local, state, and federal laws and policies about compliance for shelter and housing providers.
- Identifies grant foundation opportunities to improve and expand YMCA of Paterson's programs and to fund various housing staff positions; Writes and coordinates grant and assists in the development of the supportive service and social responsibility component of the YMCA; Works closely with services team to ensure staff certifications are current and complete regarding YMCA and grant requirements;
- Oversee the collections and reports program data, including but not limited to HMIS reporting and funders required data.
- Ensure the maintenance of proper documentation in the form of case notes, demographic data, and reports; Monitors all in-house databases ensuring timely and correct data and rent input.
- Conducts periodic audits of social worker s and social worker manager files to ensure accuracy and quality of files.
- Dismiss residents who violate the Rules and Regulations of the YMCA residency.
- Aid in the relocation of individuals who are inappropriate for our residential program.
- Ensure the safety and maintenance of high-quality facilities, grounds and equipment by completing a daily walk through. Report any concerns to the facility director or facility assistant.
- Communicate with facilities Manager on turnover of vacated rooms and concerning maintenance requests.
- Communicate with tenants any regularly scheduled preventative maintenance such as fire alarms inspections, code inspections, and exterminating as well as room check. 48-hour notice should be given except in the case of an emergency.
- Identifies areas of program improvement, creates work instructions and works with staff to encourage positive program updates.
- Remains on call to resolve issues that may arise outside of normal business hours
- Participates in meetings, groups, coalition, etc. that leverages and expands the YMCA of Paterson's cause, purpose and brand.
- Participates in Y activities, such as committees, special events, Healthy Kids Day and Annual Campaign, holiday events, etc.
- Performs other duties as assigned by VP and CEO,

Qualifications

- Bachelor's Degree in social work or a related field required
- Minimum of 2 years' experience providing person-centered case management
- Experience providing trauma-informed services to diverse populations
- Capacity to multitask and work effectively in a fast-paced environment
- Meticulous level of organization and attention to detail
- Strong written, verbal, and interpersonal skills
- Strong computer proficiency, particularly in Microsoft Office and Google suite
- Bilingual in Spanish preferred, but not required
- First Aid/CPR certifications required within 60 days of employment
- Excellent Punctuality
- Ability to respond to safety and emergency situations.



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WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical 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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____

Vice President of Administration Name

Vice President of Administration President

Today's date: _____