

MATT URBAN HUMAN SERVICES CENTER OF WNY

JOB DESCRIPTION

JOB DESCRIPTION:	DIRECTOR, SUPPORTIVE HOUSING
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Supervisor: Hope Services Director, Lt. Col. Matt Urban Human Services Center of WNY
Location: Hope Gardens, 58 Oberlin Avenue, Buffalo, NY 14211
Education Requirements: Masters in Social Work with 5 year experience in Supervisory position or Bachelor's Degree in human services, or related degree with 10 years plus experience
Work Experience Requirement: Social work, business/administrative, grant writing, budgeting, computer skills, public-speaking

General Homeless Services Responsibilities:

- The day to day coordination and management of supportive housing – both single site and scattered sites
- Provide supervision on a regular basis to supportive services and operations staff
 - Oversee the day-to-day maintenance of the single-site facility and work with Housing Department on more specific building needs.
 - Ensure that contact and assessments are carried out in accordance with agreed service objectives and organizational policies and procedures.
 - Oversee BAS-NET activities which include providing secondary training (after they have been through the HAWNY initial training) to case managers and establishing data quality monitoring reports.
 - Apply for grants as needed, including new grant opportunities, renewals, etc.
 - Ensure prompt reports as needed by funders.
 - Ensure the training of new staff and students.
 - Establish and maintain positive, productive working relationships with the Department of Social Services, municipal partners and funders.
 - Oversee and create BAS-Net reports evaluating data quality, program performance and compliance.
 - Maintain a working knowledge of the mental health and human service system in Erie County in order to provide appropriate referral and linkage for clients served.
 - Maintain client records, activity logs, complete reports and maintain confidential information appropriately.
 - Perform public speaking as needed
 - Participate in the community effort to end homelessness in our community by becoming a member of the Western New York Homeless Alliance, Coalition to End Homelessness in WNY, or another related community committee.
 - Other duties as required.

Program Development & Special Projects

- Keep abreast of national best-practice models and research in the area of homeless services
- Participate in work committees developed to end homeless through unique programming.
- Continued program evaluation and improvement

General

- Assist in fundraising for all programs.
- Abide by all policies & procedures of the Lt. Col. Matt Urban Center of WNY
- Represent Lt. Col. Matt Urban Center of WNY appropriately in the community

Please submit all resumes to: Joyelle Tedeschi via email at jtedeschi@urbanctr.org

The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

