**Harbor Interfaith Services, Inc.**

**Interim Housing Program Director – Job Description**

**DHS Interim Housing Program**

**Harbor Interfaith Services (HIS)** is a non-profit organization with revenue of over $9 million. Our funding is derived from the local, state and federal governments, as well as from individuals, foundations, faith communities, tuition, fees, fundraisers etc. We are a local organization that provides food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles (SPA) 8.

Harbor Interfaith Services is looking to add a **full time Interim Housing Program Director** to our team. We are recruiting people who are top performers with excellent interpersonal and critical thinking skills as well as a fierce passion for serving their community.

This position will be primarily responsible for the oversight of the Interim Housing program. This position has a set schedule of Monday through Friday, 8:30 a.m. – 5 p.m.

**Key responsibilities:**

* Supervising all Interim Housing staff, including case managers, resident aides, security & clinical social worker.
* Designing and monitoring the intake process to ensure the most efficient model for screening applicants, minimizing turnover rate and ensuring collaboration with the Coordinated Entry System.
* Completing government reporting forms in an accurate and timely manner.
* Ensures achievement of program performance measures and compliance with public/private funding contracts.
* Supervising staff to document services provided to residents. Documentation will include quarterly goal statements, progress toward goal achievement, maintenance of resident case files and ensuring HMIS & CHAMP data entry compliance as required by public funding sources
* Managing the client tracking system and provides systematic reports
* Developing project objectives to support Harbor Interfaith Service’s organizational goals.
* Assisting with presentations to increase knowledge of Harbor Interfaith programs in the community
* Ensuring upkeep and safety of housing facilities and reporting concerns immediately to the Facility Manager
* Working with onsite security, custodian and resident aides at each facility to ensure resident compliance and facility upkeep
* Attending staff meetings and case conferences as assigned.

**We would like to speak with you if:**

* You have a minimum of three years’ experience in staff supervision and administering a housing program.
* You have extensive experience working with at risk populations.
* You have a demonstrated ability to design, implement, and evaluate housing programs.
* You have a working knowledge of San Pedro/Harbor area educational, employment, and counseling resources.
* You have a management style characterized by initiative, flexibility, creativity, and strong organizational skills.

**About Harbor Interfaith Services**

Our mission is to empower the homeless and working poor to achieve self-sufficiency through support services including shelter, transitional housing, food, job placement, advocacy, childcare, education, and life-skills training – and that mission is achieved through our people. We provide an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person’s race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, parental status, housing status, or other protected status.

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