

Anew: Building Beyond Violence and Abuse

Job Posting

Title: Transitional Housing Program Manager	Department: Housing
Type: Full-Time	Reports To: Director of Housing
Classification: Exempt	Supervises: Transitional Housing Staff

Job Summary:

Are you someone with strong organizational skills looking to lead a team addressing the intersectionality between domestic violence and homelessness? Anew's Transitional Housing Program promotes ending homelessness through supportive services and housing interventions. Anew's Transitional Housing Program needs a manager who recognizes the necessity and value of intra-agency collaboration and participant-centered services that emphasize safety, equality, and equity.

Our ideal candidate is an outgoing, compassionate, and friendly individual with a high level of interpersonal professionalism who can relate effectively with people of diverse cultural backgrounds, education levels, ages, and experiences. The candidate must be able to demonstrate empathetic and non-judgmental attitudes as work responsibilities involve direct services to those facing both domestic violence and homelessness. This position will lead a team of professionals who are part of a larger coordinated community response addressing homelessness as it relates to domestic violence. The Transitional Housing Program is a site-based HUD-funded program that works with individuals who are literally homeless due to fleeing domestic violence. A good understanding of domestic violence dynamics is imperative to this work as well as comfort with federal and state regulations. The individual in this position must demonstrate knowledge about trauma-informed care and provide empathetic, and supportive services to the families we serve. Our ideal candidate has experience providing supervision to those providing direct services. The individual in this position is highly organized, detail-oriented and can handle multiple tasks and obligations. They can effectively meet deadlines and think critically and creatively to be able to make decisions that are in the best interest of those we serve, our staff and our agency. The candidate should be a self-starter skilled in solving problems, motivating others, and providing leadership.

Duties and Responsibilities:

- Oversee Transitional Housing Program to support the Anew mission, values, and strategic plan.
- Hire, onboard, train and provide ongoing supervision of Transitional Housing staff.
- Supervise Transitional Housing staff for CDVP certification and ensure certification is obtained within one year and maintained if required.
- Collaborate with the Alliance to End Homelessness in Suburban Cook County's Coordinated Entry team regarding housing intervention procedures for individuals impacted by domestic violence.
- Ensure compliance with the Continuum of Care Coordinated Entry process for assessing and receiving referrals.
- Coordinate with other Anew programs in connecting clients to housing resources.
- Review referrals in coordination with the TH Case Manager to ensure eligibility.

- Oversee the intake/orientation process of new program participants.
- Provide a safe and trusting environment for staff and interns to give constructive feedback and support professional growth.
- Provide and coordinate crisis intervention in emergencies related to program participants and staff; and notify the Director of Housing.
- Facilitate conflict resolution for situations that arise with participants and/or staff.
- Coordinate with the Finance Department regarding program budget to ensure financial deadlines are met.
- Oversee the budget spending in coordination with the TH Office Manager.
- Oversee building and maintenance projects in collaboration with the TH Office Manager.
- Review and submit all expense and purchase requests in compliance with Anew's fiscal policies.
- Ensure program compliance with HUD and other funder requirements.
- Ensure HMIS data is entered and meets Alliance standards regarding timing and completeness.
- Ensure client charts meet all eligibility and documentation requirements and are audit ready.
- Collaborate with management on grant applications and renewals for Transitional Housing Program.
- Represent Anew and the larger DV community on various local, county and state committees, boards, and task forces as appropriate, especially the South Suburban Council on Homelessness and the Alliance to End Homelessness in Suburban Cook County.
- Network with other agencies to maintain strong community partnerships to best support client services.
- Ensure program internal databases are up to date and complete by months end.
- Submit required monthly and quarterly reports and statistics on Transitional Housing projects per established deadlines.
- Collaborate with the Director of Housing regarding programmatic updates and changes.
- Update and maintain Program Training Manual and program forms.
- Facilitate regular staff meetings and supervision for Transitional Housing Program staff.
- Meet with the Director of Housing on regular basis to ensure program compliance and efficacy, and for supervision.
- Complete and submit program related paperwork and timesheets per established deadlines.
- Complete and submit probationary and annual reviews to HR per established deadlines.
- Promote Anew services, mission, and values in all aspects of employment.
- Assist with trainings, community outreach, and special projects as assigned.
- Attend all required staff meetings and quarterly All Staff meetings.
- Attend additional trainings and other DV-related and/or housing-related meetings as assigned by Director of Housing.
- Work with other staff to maintain open communication and to develop a team approach.
- Other duties as assigned.

Qualifications

- Bachelor's degree in social work, sociology, or related field required. Master's degree preferred and/or relevant work experience.
- Written/verbal Bilingual Spanish/English preferred.
- At least 2 years supervisory or project management experience required.

- At least 2 years' experience working in the field of domestic violence, homelessness or housing insecurity required.
- Completed 40-Hour Domestic Violence Training, preferred. Will be provided by Anew, if needed.
- Obtain CDVP certification within one year and maintain certification with support provided by Anew.
- Knowledge of domestic violence dynamics, trauma informed care and the effects of trauma on children.
- Previous experience in domestic violence, sexual assault, or interpersonal violence and abuse services or advocacy preferred.
- Excellent computer skills and knowledge. Proficiency in basic computer programs including Microsoft Word, Excel, Outlook, and Windows-based databases.
- Ability to work independently and apply critical thinking skills.
- Excellent written and verbal communication skills and interpersonal skills.
- Detail oriented with strong problem-solving skills.
- Strong organizational and time management skills.
- Ability to work well as a team member and effectively communicate with others.
- Ability to handle sensitive information in a confidential manner required.
- Ability to adhere to the Anew value statements.
- Must be able to operate general office equipment.
- Must have reliable transportation, proof of insurance, and a valid driver's license.
- Must be able to stand/walk for periods of time and lift up to 25 lbs.
- Flexibility in scheduling is a must. Some evenings and possible Saturday hours required.

Compensation and Benefits

The hiring range for this position is \$48,618 - \$60,772 annually for a 40-hour workweek. Anew offers benefits including 14 paid holidays per year; 20 days of Paid Time Off (PTO) annually; medical, dental, vision and life insurance; short-term and long-term disability; employee assistance program and the ability to contribute to our 403(b) plan with 3% agency matching. This position is also eligible for Aflac benefits.

If you are interested in applying for this position, please email your resume to careers@anewdv.org.

Anew is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, protected veteran status, or any other characteristic protected by law.

For more information about Anew: Building Beyond Violence and Abuse, please visit our website at www.anewdv.org.