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| **Title:** Homeless Adult Service Director  | **Date Open**:5/22/2020 | **Date Closed**:Until filled |
| **Department:** Nativity House - HAS  | **Reports to:** Director of Operations - Southwest |
| **Status:** Full Time W/Benefits  | **FLSA:** Exempt | **Starting Salary/Hourly Rate:** $78,342.00 - $88,000 YR/DOE |
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| **Program Description:** | Catholic Community Services is seeking a highly-motivated individual to lead its Homeless Adult Services (HAS) division for Pierce and Kitsap County.  The HAS division is comprised of multiple shelter locations and types, including services, in Tacoma and Bremerton.  Programs include a day shelter and meal program, two overnight shelters, and a managed transitional camp.  This position provides leadership-level oversight of all these programs, and a wide array of supportive services associated with them including medical respite services, case management, service coordination for behavioral and physical health providers (both internal and external), and other services.  The position will be responsible for managing complex braided funding streams and all aspects of the system, including compliance and reporting. |
| **Position Description:** | As this is the primary leadership position in the HAS division, the successful candidate will be able to demonstrate a strong understanding of issues relating to homelessness, a passion for helping our friends and neighbors experiencing homelessness, and strong administrative/executive leadership skills.  Excellent organizational and communication skills are essential, as is the ability to inspire staff and engage in teambuilding.  The ability to effectively and appropriately interact with a broad range of people, ranging from people on the street experiencing homelessness to government funders are also necessary. The HAS program has a solid management team to support this role, and the successful candidate should be able to demonstrate a history effective delegation skill as well as the ability to effectively support their management staff and provide appropriate professional development opportunities with attention to equity.  The ability to set professional boundaries with both clients and staff is also required. |
| **Essential Functions:** | **MAJOR DUTIES AND RESPONSIBILITIES*** Ensure sound financial practices through the development of grants and contracts to support all aspects of program operations.
* Supervise, and work closely with, key division managers and the HAS Contract and Finance Administrator to develop program budgets and ensure adequate financial and service delivery tracking systems are implemented to guarantee contract compliance and adequate financial oversight.
* Ensure compliance with all contracts and grants with city, county, state and federal government, as well as foundations regulations and requirements.
* Formulate, interpret and implement management policies and procedures including streamlining and developing practices that are consistent and effective with like programs and services throughout the system.
* Attend external trainings as appropriate that relate to funding requirements.
* Provide leadership to staff that creates a positive, client-centered approach.
* Ensure compliance with all requirements and regulations with a high degree of proficiency and accuracy including complete and clean billing, documentation, and quality control.
* Ensure a high degree of compliance, oversight, and coordination with CHS regarding Permanent Supportive Housing (PSH) Federal Continuum of Care contracts as they relate to service delivery and compliance
* Prepare staff, materials, and files for internal and external audits.
* Work with leadership teams to ensure the planning and delivery of on-site social services to guests and clients consistent with the mission and values of CCS.
* Responsible for developing and safekeeping a workplace that values and supports a culturally and ethnically diverse work environment.
* Formulate, interpret and implement management policies and procedures including streamlining and developing practices that are consistent and effective with like programs and services throughout the system.
* Complete and submit all required reports for funders and CCS in a timely and efficient manner.
* Track program outcomes and key performance indicators. Communicate these to funders as required.
* Train staff and oversee quality of service information entered in all formats; including HMIS and any other systems utilized
* Build relationships with neighborhood and community organizations and churches to further common goals.
* Network with other service agencies to ensure continuum of care for residents and guests including recruiting and managing community volunteers, community service volunteers, and youth mentors.
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| **Job Requirements:** | **Minimum Qualifications*** MA in related field plus 2 years social service experience or BA in related field plus 4 years’ experience in a homeless services environment.
* Two years’ supervisory experience in social service setting
* Demonstrated knowledge and experience in emergency and transitional housing strategies for adults, including development, management, and supervision.
* Demonstrated financial management experience with multiple funding sources: developing and monitoring contract budgets and performing ongoing financial analysis.
* Program and fund development experience, including grant writing.
* Experience working with homeless and disadvantaged persons.
* Excellent communication and facilitation skills, both written and verbal.
* Experience organizing diverse groups of community volunteers.
* Demonstrated ability to establish community relationships

**Preferred Qualifications*** Master’s Degree in Social Work, Business or Public Administration.
* Experience working with volunteer advisory groups.
* Experience developing programs for the homeless.
* Knowledge of Tacoma/Pierce area human services providers.
* Experience working with diverse communities.
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**Note to Internal Candidates:** HR reviews internal compensation and determines increase based on their experience and also agency internal equity factors

Catholic Community Services and Catholic Housing Services is an Equal Opportunity Employer.

Please let us know if you need special accommodations to apply or interview for this position.

**APPLICATION PROCEDURE**

Please go to https://careers-ccsww.icims.com/

to submit your resume, cover letter and application for this position