



Job Description

Job Title: Federal Housing Programs Manager

Date of description: 05/19/2017

Position Supervisor: Chief Operating Officer

Pay Grade: Full-time; Exempt (salary); Benefits included with full-time employment.

Job Summary: Provides oversight of housing and related supportive service programs to ensure compliance with grant requirements and with Federal regulations including Fair Housing Act and Tenant Landlord laws. Provides direction and advisory oversight of assigned personnel. Participates in overall agency administration.

Essential Functions:

1. Possesses an understanding of consumer housing and supportive service needs within CenterPointe and the community.
2. Develops a strategic housing and supportive service response with agency Leadership Team by securing and managing housing related grant funds.
3. Represents the agency in the Lincoln Continuum of Care.
4. Demonstrates working knowledge of homeless solutions including Federal Initiatives to End Homelessness.
5. Demonstrates knowledge of Federal housing programs and related supported services for persons who are homeless or near homeless. Including knowledge of best practices to ending homelessness (e.g. Housing First, Permanent Supportive Housing and Rapid Rehousing).
6. Ensures CenterPointe housing and supportive service programs are in compliance with VA, PATH, SOAR and HUD grant regulations and requirements, including completion of all required documents and reports (e.g. HUD TRAC's, HMIS, grant applications and progress reports).
7. Compiles system measure data related to HUD CoC performance goals.
8. Provides oversight of the agencies housing and related supportive service programs. Including but not limited to: Continuum of Care, VA, PRAC, PATH and SOAR grants.
9. Manages lease and rental assistance agreements with property owners and coordinates rent payments with the business and finance office.
10. Acts as contact point and liaison for landlords and property owners.

Other Job Functions/expectations:

1. Attend ongoing training and staff development opportunities.
2. Demonstrate positive attitude toward clients, staff and agency.
3. Complete all assigned tasks in a timely manner.
4. Complete all required reports/paperwork in a timely manner.
5. Serve as an official representative of the agency on community planning/advisory committees.

Required Skills/Physical abilities:

1. Effective listening.
2. Excellent written and verbal communication.
3. Promptness and flexibility.
4. Comprehension and proven experience using Microsoft Office products, databases, design software and other related computer software.
5. Ability to follow written and verbal instructions.



6. Management Skills, including team building, program planning and evaluation.
7. Experience with grant writing and follow-up.
8. Demonstrates basic knowledge of case management support, supportive housing models, substance use treatment and mental health care, confidentiality regulations, safety procedures and crisis intervention.
9. Excellent time management skills.
10. Ability to work independently.

Educational/Experience Requirements:

1. Bachelor's Degree in related field.
2. 3-5 years work experience in housing programs for individuals and families with special needs.
3. Working knowledge of HUD programs and supportive services for homeless individuals with mental health and substance use disabilities.
4. Familiarity with local community and resources.

Demonstrated Competencies:

1. Adaptability: Adapts to change, open to new ideas and responsibilities
2. Communications: Communicates well (written and verbal), delivers presentations, has good listening skills
3. Dependability: Meets deadlines, works independently, accountable, maintains focus, punctual, good attendance record
4. Ethics: Honest, accountable, maintains confidentiality
5. Sense of Urgency: Meets deadlines, establishes appropriate priority, gets the job done in a timely manner
6. Interpersonal Skills: Builds strong relationships, is flexible/adaptable, works well with others, solicits feedback
7. Teamwork: Accountable to team, works to meet established deliverables, appreciates view of team members, respectful