



Director Employment and Housing Services

Our Mission:

The Homeless Families Foundation educates and nurtures children while empowering families to achieve stable housing and self-sufficiency.

Position Overview:

This position reports to the **Director of Programs and Services** and is responsible for providing supervision and leadership to team members on the Employment Navigation and Resiliency Bridge teams.

Key Responsibilities:

- Provides supervision and leadership to staff, facilitating both individual supervision and case conferencing
- Works with Director of Programs and Services on strategic planning and program development
- Pursues ongoing education regarding community resources that can assist clients
- Monitors files and HMIS data to ensure grant compliance; Provides reports regarding services and participates in audits
- Builds and strengthens relationships with applicable community partners
- Facilitates team staff meetings
- Participates in HFF's Management Team; Serves as advisor to Director of Programs and Services and other Directors when assigned
- Partners with fellow HFF leaders to ensure clients are receiving holistic services
- Assists with the development of the department's annual budget and effectively implements in accordance with expense and revenue goals
- Serves as back-up for client care, in the event of staff being out on leave or positions being vacant

Qualifications:

- Bachelor's degree in social work or related field required, Master's Degree preferred
- Professional licensure (LSW, LISW, PC, PCC) preferred
- 2+ years' experience with supervision of housing programs preferred
- Experience working with career development opportunities preferred
- Extensive knowledge of community agencies and resources Columbus/Central Ohio preferred
- Working knowledge of Trauma-Informed Care and Cultural Competency required
- Congruence with agency mission and values required
- Demonstrated skills, knowledge and experience in the following areas required:
 - Microsoft Word, Excel and Power Point
- Knowledge of federal, state, and local public policies, regulations, and guidelines relative to homelessness, affordable housing and education.
- Valid driver's license, proof of automobile insurance, ability to drive an agency vehicle, ability to successfully pass a pre-employment drug screen, and ability to pass a criminal background check required
- Physical ability to lift and carry file boxes and supplies up to 25 lbs. occasionally required