

Housing Manager

WomanHaven, A Center for Family Solutions

Annual Salary: \$47,472

Job Type: Full Time -EXEMPT

Hiring Requirements:

Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment. Please note: Upon job offering a current California driver's license and a driving record acceptable to the Agency's insurance carrier is required.

No Driver can have any of the following in the last three years:

- i. More than 3 moving violations or 2 accidents.
- ii. No suspension or revocation of license
- iii. No single violation involving reckless driving, driving under the influence, racing or fleeing an officer or accident.

Pre-employment drug testing, FBI criminal background check and education/degree verification required. Reliable transportation while on duty is required.

Summary:

Summary: Working with the Executive Director, and the shelter program staff, the Housing Manager will oversee the operations of WomanHaven's three (3) shelters for victims of domestic violence and human trafficking; supervise the Shelter Services Staff; ensure that agency-residential properties are properly maintained; oversee the agency's crisis hotline and rotate on-call as the Administrator on duty; identify and implement new initiatives to benefit the residents of the agency's safe house programs; ensure and implement policies and procedures that comply with local, state and federal standards; provide data for grant reports and proposals; work with community partners to facilitate collaboration; and coordinate with the Shelter Managers to ensure that shelter advocates are working appropriately with clients to transition out of each program.

Duties:

Provide supervision to Domestic Violence Shelter Staff, develop program action plans with staff members so that residents are working towards goals related to obtaining education, employment, child care and permanent housing.

Shift:

Monday -Friday 8 a.m.-5:00 p.m. Evening and weekend work may be required.

Education & Experience:

3-5 years of progressively responsible successful experience in human or social services; Familiarity with domestic violence and/or human trafficking; Previous experience in supervising and managing shelters, group homes, overseeing staff and program compliance; Proficiency in Microsoft Office Suite; knowledge of computers, internet and technology; BA/BS in a social services related field; advanced degree preferred.