



## **Job Vacancy**

**Position:** Program Manager

**Location:** Scattered Site Supportive Housing Program, Nassau and Suffolk Counties

*Options for Community Living, Inc. is committed to assisting individuals and families in need to develop their fullest potential for independent living. Residential and support services prepare participants for the demands and responsibilities of community life and promote housing permanency, health, safety and welfare. The organization's actions are guided by principles of integrity, openness, accountability, respect and the highest quality of care.*

### **Responsibilities:**

The Program Manager, Scattered Site Supportive Housing Program, oversees the Mental Health SSSH Program in Suffolk and Nassau Counties and assists in the overall development, administration, coordination of services, budget management and policy implementation of the program. The Program Manager ensures program effectiveness through the development and coordination of support services, ensures program efficiency through occupancy, optimal rent collection and maximizing program income, writes relevant reports, as well as assists in the development of additional housing sites, coordinates project activities, and ensures property management of the sites and supervises support services and staff. The Program Manager is responsible for ensuring that the overall activities conform to program objectives, policy and procedures.

- Develop and appropriately implement all program policies. Plan and manage day-to-day program operations, coordination of concrete services and ensure that properties are maintained for the supportive housing programs on a regular basis.
- Train and supervise Program Supervisors and other staff and ensure implementation of program procedures at program sites on a regular basis.
- Evaluate the performance of team members; provide regular feedback and coaching with regard to employee performance. Address disciplinary issues as needed. Conduct regular supervision meetings with Supportive Housing Program Staff.
- Maintain statistics and demographic records of the program populations as well as manage and oversee preparation of required contractual documentation and reports on a weekly, monthly and annual basis.
- Ensure that program outcomes support goals and objectives, and that funds are spent in a timely way according to program guidelines.
- Consistently implement program guidelines including procedures for admission, transfer and discharge and Residency Agreement or lease violations.
- Oversee the identification of and access housing units, negotiate leases, serve as a liaison with landlord and oversee purchasing of furnishings as appropriate.

***Cont.d***

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- Coordinate site maintenance to ensure health and safety of the clients and physical environment.
- Supervise quality improvement procedures. Participate on the Professional Record Review Committee; implement corrective action plans for binders. Supervise case management staff and develop and implement support services and monthly site visits on a monthly basis.
- Monitor the changing needs of the resident population, particularly regarding changes in health, independent living capacity, and oversee appropriate levels of service in consultation with other Case Managers/Care Coordinators and service providers.
- Provide oversight for implementation and efficient use of computerized systems, such as Foothold, for client database and timely reports.
- Oversee preparation of required contractual documentation.
- Review the program budgets and ensure that grant funds are spent according to program guidelines on a monthly basis.
- Oversee collection of residents' portion of monthly rent, shelter fees, security deposits, and other resident reimbursements; ensure accurate records are maintained for all transactions.
- Increase program efficiency by accessing supplements and income through optimal rent collection, applying for all available external funding sources, (i.e.) HEAP, grants, etc.
- Provide monthly on-site monitoring of client residences and client status or as needed in the event of a crisis.
- Maintain contact with HUD, Foothold, and OTDA personnel staff as appropriate. Attend networking meetings.
- Prepare required HUD and OMH reports as needed.
- Responsible for ensuring full occupancy in housing sites.
- Coordinate and assist in development of new permanent housing projects as grants are awarded.
- Any other appropriate task as assigned by management.

### **Qualifications:**

Bachelor's degree in social work or human services. Master's degree preferred.\*

At least five years case management experience with persons with HIV/AIDS, mental illness, homelessness or chemical dependence. At least three years supervisory experience.

\*An alternative combination of education, credentials, and experience may be substituted for degree.

Must maintain a clean driving record with valid license and insurance as well as valid First Aid/CPR certification.

### **Work Schedule:**

Monday – Friday

8:00 AM – 4:00 PM

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