



## **Assistant Director - Housing Permanence**

**Location:**

Lawrenceville, NJ

**Position Type/Classification:**

Full Time/Exempt

**Reporting to:**

Director, Housing Resources

**Compensation:**

\$60,000-\$65,000

### **Organizational Overview**

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

One of HomeFront's core beliefs is that families deserve safe, secure housing. To that end, HomeFront offers a wide variety of permanent housing solutions. HomeFront provides clients living in our housing with a comprehensive program of support and guidance to ensure that they can live with dignity in stable homes. We make reachable what often feels out of reach for many families. HomeFront is seeking a Housing Permanence Director to provide support and oversight to our Housing Case Management team based out of our Lawrenceville, NJ office to ensure the continued success of our team and our clients.

### **Job Summary/Objective**

The Housing Permanence Director will lead a diverse team, providing consistent support to them individually and collectively in their work with the goal of ensuring HomeFront's core values are embedded in every program participant's experience. The Director will embody HomeFront's mission and ensure families live in a trusting and thriving environment while they continue to strengthen life skills for a sustainable future. The Director shall provide leadership to the Housing Case Management team in ensuring that HomeFront's core values are embedded in the residents' experience.

Duties include, but are not limited to: creating and maintaining a responsive and supportive environment for residents and staff; leadership and management of Housing Case Managers; staff hiring, training, and supervision; supporting the assessment of residents' needs including need for clinical support for mental health, substance abuse, and behavioral issues; ensuring compliance with all funding requirements; providing required demographic information and program outcomes; and ensuring program compliance with HomeFront Policies and Procedures.

### **Essential Job Functions/Responsibilities**

- Provide direct and indirect management of a team of 6-7 Housing Case Managers, including leadership and guidance on general program operations and professional development
- Monitor and review in-depth needs/strengths assessments and service plans of residents
- Collaborate in internal and external case conferencing focused on the goals of each guest

- Develop and maintain collaborative relationships with HomeFront program managers to ensure a holistic delivery of services to meet clients' needs
- Provide onboarding and ongoing training to all team members, including on case management software (Apricot)
- Collaborate with Innovation & Evaluation team and HomeFront leadership to make data driven decisions in line with best practices and demonstrate ongoing quality improvement to programming
- Provide crisis intervention services and direct client services, as needed
- Oversee and approve the intake process for new clients and ensure program exits are to successful outcomes
- Lead housing team to offer community meetings and resources that incorporate both educational and recreational elements to enrich the lives of individuals and families living in housing programs
- Conduct regular review of client database (Apricot & NJ HMIS) to ensure thorough documentation of client issues and follow through
- Ensure high fidelity with program design and funding requirements
- Develop and maintain cooperative working relationships with funding partners, referral agencies, and other regional social service agencies, including participation in community-wide housing referral and support programs
- Provide timely, accurate reports on program benchmarks and goals
- Ensure and protect agency, employee, and client confidentiality

### **Required Experience and Education**

- Master's degree in Social Work or related field
- Three years of social service experience
- Demonstrated skill in building and leading effective teams, either through direct supervisory experience or initiative and leadership of team/program development and functions
- Proficient English verbal and written communication
- Intermediate skills in Microsoft Office applications
- Schedule flexibility with some evenings as required
- Valid Driver's License

### **Preferred Experience and Education**

- Familiarity with Mercer County or New Jersey social service resources, systems, and key players
- Familiarity with Apricot system and/or NJ HMIS

### **Physical Demands**

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend and lift up to 30lbs
- Exposed to weather conditions prevalent at the time

## **Travel**

- Local travel may be required

## **Disclaimer**

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

*HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.*