



JOB DESCRIPTION

Housing Director

- Reports to: the Associate Director
- Full time, salaried position: 40 hours per week; non-traditional work hours, possibly some evenings and weekends
- Location: Provincetown

DUTIES	Percent of Time	Ranked by Importance to Work
• Provide administrative oversight for all direct care staff.	10%	3
• Provide direct care to residents including basic counseling, crisis intervention and medication monitoring	20%	2
• Provide referrals to mental health and substance abuse specialists when needed.	5%	7
• Maintain a waiting list, screen and select eligible applicants in cooperation with the Provincetown Housing Authority.	5%	8
• Maintain staff coverage/schedule for Foley House.	5%	6
• Coordinate and schedule in-service trainings by outside providers.	5%	
• Recruit, hire, and train all Foley House staff as needed.	5%	5
• Ensure all services are provided in accordance with the HIV Residential Standards of Care. Ensure that all resident program agreements, contracts and other pertinent documents for residents are in place. Ensure confidentiality in handling all resident records and other sensitive material.	5%	4
• Document services for billing and reporting to the Department of Public Health, the Group Adult Foster Program and administration.	5%	9
• Supervise all services delivered to residents including medication monitoring, coordination of medical and mental health services, transportation, congregate meals and other needed services.	28%	1
• Facilitate all Foley House staff and resident meetings.	1%	10
• Maintain a working knowledge of issues and trends specific to HIV/AIDS treatment, housing, mental health and substance use as it relates to individuals with HIV/AIDS.	1%	11
• Coordinate routine maintenance of the residence and	1%	12

maintenance checks on all safety equipment in conjunction with PHA in order to provide optimal safety for all resident and staff.		
• Attend ASGCC management meetings and Board meetings as requested.	1%	13
• Provide on-call coverage.	2%	14
• Other duties as assigned.	1%	15

Competencies:

- Sound demonstrated organizational experience and skills
- Strong knowledge of the principles and practices of supportive housing
- Sound demonstrated experience and skills in organizing and managing people to accomplish tasks, projects
- Sound demonstrated experience and skills in supervising people
- Sound demonstrated experience and skills in providing workplace orientation and training in basic knowledge and skills
- Sound communication skills
- Basic knowledge of and fundamental skills in program evaluation
- Fundamental ability to maintain statistical data and to prepare reports
- Fundamental computer skills, including Word, Excel and e-mail

Education:

- Bachelor Degree in Social Work or related field.
- A Master Degree in Social Work preferred.

Experience:

- 5 years experience in case management and working with individuals who may be disabled, in recovery, chronically mentally ill, living with HIV/AIDS preferred
- 2 years experience supervising staff preferred.
- Residential housing experience preferred.

<p>Knowledge terminology:</p> <ul style="list-style-type: none"> ▪ Basic – comprehension of elementary aspects of subject matter ▪ Strong – broad-based knowledge of topics and effective application of this knowledge ▪ Expert – very comprehensive and extensive knowledge of all aspects of the job field <p>Skills terminology:</p> <ul style="list-style-type: none"> ▪ Fundamental – basic, but competent, ability to apply the skill ▪ Sound – robust, experienced ability to apply skill ▪ Extensive – broad, expert ability to apply skill
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