



JOB DESCRIPTION TITLE:	DIRECTOR OF PERMANENT SUPPORTIVE HOUSING
Supervisor:	Director of Hope Services
Location:	Hope Gardens – 58 Oberlin Avenue, Buffalo NY 14211
Education Requirements:	Masters in Social Work or Bachelor’s Degree in human services, or related degree.
Work Experience Requirement:	Social work, business/administrative, grant writing, budgeting, computer skills, public- speaking

General Homeless Services Responsibilities:

- The day to day coordination and management of supportive housing- both single site and scattered site.
- Provide supervision on regular basis to supportive services and operations staff
- Oversea the day- to-day maintenance of the single- site facility and work with the Housing Department on more specific building needs.
- Ensure the contact and assessments are carried out in accordance with agreed service objectives and organizational policies and procedures.
- Overseas BAS-Net activities which include providing secondary training (after they have been through the HAWNY initial training) to case managers and establishing data quality monitoring reports.
- Apply for grants as needed, including new grants opportunities, renewals, etc.
- Ensure prompt reports as needed by funders.
- Ensure the training of new staff and students.
- Establish and maintain positive, productive working relationships with the Department of Social Services, municipal partners and funders.
- Oversea and create BAS-Net reports evaluating data quality, program performance and compliance.
- Maintain a working knowledge of the mental health and human services system in Erie County in order to provide appropriate referral and linkage for client served.
- Maintained client records, activity log, complete reports and maintain confidential information appropriately.
- Perform public speaking as needed
- Participate in the community effort to end homelessness in our community by becoming a member of the Western New York Homeless Alliance, Coalition to End Homelessness in WNY, or another related community committee.
- Others duties as required.

Program Development & Special Project:

- Keep abreast of national best – practice models and research in the area of homeless services
- Participate in work committees developed to end homeless through unique programming.



- Oversea the study of Hope and engage with our research partner- the University of buffalo.
- Continued programed evaluation and improvement.

General:

- Assist in funding for all programs
- Abide by all policies & procedures of the Lt. Col. Matt Urban Center of WNY.
- Represent Lt. Col. Matt Urban Center of WNY appropriately in the community.

Please submit resume and cover letter to Christal Guthrie at cguthrie@urbanctr.org.

The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer.

All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.