

JOB DESCRIPTION

Title: Assistant Director of Housing and Community Resources

Department: Supportive Housing

Wage Range: starting at \$48,000

Date Posted: 06/20/2022

Classification: Salaried, Exempt

Reporting Relationship: Executive Director

Primary Office Location: YWCA Administrative Offices, 212 11th Street South

The Assistant Director of Housing and Community Resources is responsible for overall management of YWCA La Crosse's Housing Programs. The Assistant Director of Housing and Community Resources is responsible for the overall coordination and distribution of community resources and maintains active, positive relationships with community partners and funders.

Essential Job Functions:

- Works as a member of the YWCA team, carrying the mission of empowering womxn and eliminating racism through the supervision and coordination of housing programs.
- Provides ample, direct, motivating staff supervision for designated positions including:
 - Ensuring smooth, effective execution of plans and competent service delivery
 - Ensuring hiring and performance that reflects the YWCA mission and organizational values and enables achievement of set goals and objectives
 - Determining recommendations for staff training and development
- Cultivates and sustains relationships with funders through the community to promote the YWCA mission and our work to develop partnerships, and to ensure access to important information and emerging opportunities.
- Represents (or designates appropriate team members to represent) YWCA La Crosse through community engagement opportunities, city, county, and other local meetings related to housing and community resources.
- Represent the YWCA on the RHYMES Advisory Board at meetings.
- Assist with collaborative grant proposals for the RHYMES program.
- Represent YWCA La Crosse and its housing programs at the CCEH meetings.
- Attend local Neighborhood Association Meetings to build relationships with neighbors.
- Provide a minimum of one annual workshop on housing issues and best practices with housing program directors/lead staff.
- Support supportive housing staff in the annual review of Building Use Agreements, MOU, and policies.
- Leads internal and external processes for reviewing and making adjustments to programs to meet community needs and ensure programs are accessible and equitable.
- In cooperation with Grant Administrator, prepares the program budget and tracks income and expenses on an ongoing basis, works with the Administration to ensure programs are operating within the budget.
- Gather information about the latest relevant trends to lead discussions and planning decisions related to program goals, objectives, and policies.

- Ensures that program policies are being followed by staff and participants.
- Ensure that on-call support is accessible 24/7 for relevant programs and serve as final responder in emergency situations.
- Develops, recommends, implements, and enforces program rules and procedures.
- Develops and implements strategies to ensure housing facilities are populated to capacity.
- Facilitate monthly housing meetings.
- Ensure the program facilities and offices are adequately furnished, supplied, healthful, and safe for staff and residents.
- Assists Grant Administrator in maintaining staff and resident files in a confidential manner in accordance with the guidelines of the YWCA and applicable funders and/or agencies.
- Other duties as assigned to support YWCA La Crosse's mission and organizational health.

Communication/Technical Abilities:

- Strong interpersonal communications skills and demonstrated ability to write clearly and persuasively
- Excellent verbal and written communication skills
- Demonstrated computer skills, include word processing, database and spreadsheet competence
- Good telephone and computer skills
- E-mail, internet, and social media programs and possibilities for maximum efficiency and exposure

Program and Analytical Abilities:

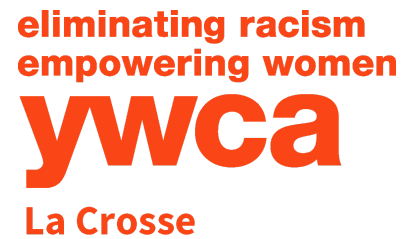
- Ability to manage multiple tasks, details, and deadlines
- Ability to pay close attention to detail and accuracy
- Ability to plan, organize, develop, implement and interpret the program goals, objective, policies, procedures, etc.

Educational and Work Experience Qualifications:

- College/University Degrees: Bachelor's Degree, preferably in Social Work, Sociology, or Human Services preferred, but not required
- Management Experience Required
- Minimum 2 years' experience working in homelessness prevention, human services, or similar field.
- Prior experience working within federal funding systems and guidelines desired (HMIS, Coordinated Entry/Clarity, HUD/eLOCCs, etc.)

Ability to Travel:

- Availability to work days, evenings and weekends as necessary to meet established goals.
- Ability to travel locally, regionally, and nationally.
- Reliable transportation to worksites, local, regional and/or national events.



The job description for the position of Assistant Director of Housing and Community Resources does not state or imply that these are the only activities to be performed by the employee holding this position. As needs of the organization change employees may be required to follow other and sometimes new job-related responsibilities. In accordance with the Americans with Disabilities Act, it is possible that requirements be modified to reasonably accommodate disabled individuals. An individual seeking such accommodation should contact their supervisor. Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.