



Housing Division Manager

ORGANIZATION OVERVIEW

Beyond Emancipation (B:E) supports transition aged youth with experience in the foster care or probation systems in their transformation to live healthy, connected, and productive lives. Since 2010, B:E has worked to develop, integrate, and now disseminate an approach to services based on coaching principles and techniques. The resulting model, Creative Connected Resourceful and Whole, ensures youth have support to build capacity, expand possibilities, and achieve greater fulfillment and success while staying on track with life objectives in five core areas: housing, education, employment, permanency, and wellness.

B:E is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.

POSITION OVERVIEW

B:E's Housing Division supports women and children, and single youth 18-24, who have emancipated from the foster care system by providing safe, community and host housing and supportive services, as well as follow up services to former residents to help them successfully establish self-sufficiency in the community. The Housing Division Manager supervises 6+ staff and an annual program budget over 1 million. The Division Manager is also responsible for property management ensuring that the community housing properties are safe and secure and in sound physical and financial condition at all times. This position calls for 24/7 on call availability.

ESSENTIAL FUNCTIONS

- Manage and ensure high quality housing and services in B:E's Housing division including community and host housing. Ability to be on-call via phone 24 hours per day.
- Coordinate and implement program development and housing and service innovation initiatives to strengthen services and to improve client outcomes. Assure that housing services are provided from a strength-based, client centered and culturally relevant perspective;
- Seek out, honor and promote the voice of current and former foster and probation youth in developing, delivering and improving services;
- Fulfill the housing division's property management function including ensuring that housing



is kept at capacity, tenants meet all eligibility requirements and properties are maintained in a safe, clean, financially sound manner that is consistent with all appropriate housing standards;

- Coordinate property maintenance, including on-call maintenance for emergencies, preventative maintenance and work order administration with outside vendors;
- Generate timely rent rolls, related reports, delinquency notifications, and collection activities and implement appropriate systems to reduce tenant receivables;
- Hire and supervise division staff including the Community and Host Housing Transition Specialists; Residential Counselors and Peer staff and support their professional development; monitor staff performance and productivity through general observation, review of case notes, review of client satisfaction surveys and in supervisory conversations;
- Partner with local universities and B:E's other Division Managers to recruit, supervise and support interns;
- Utilize the data base to monitor the timely delivery and documentation of services. Assist in refining the data base so that it becomes an increasingly effective tool for reporting service provision and measuring client outcomes;
- Develop and support staff to implement use of cohorts to building community within the housing division and to support youth to achieve transition, wellness and stabilization goals;
- Actively support staff skill development and implementation of coaching – both 1:1 and cohort – within division and organization as a whole;
- Partner with other Division Managers to maintain and respond to opportunities to enrich the close collaborative relationship with the Independent Living Skills Program (ILSP);
- Develop and nurture strong collaborative partnerships with Alameda County's Social Services Agency, the Next Steps Collaborative (First Place, Abode and BAYC), Fred Finch Youth Center, Casey Family Programs and other public and community-based organizations to ensure coordinated, high quality housing and services. Actively network with external housing partners serving current and former foster youth in the East Bay region;
- Actively partner with B:E's Division Managers to develop, coordinate and communicate about housing and services on behalf of young people served;
- Work with Director of Programs and Strategic Initiatives to ensure a strong and effective programmatic and contract partnership with Alameda County, and program compliance with other funders;



- Ensure all division activities and data are tracked accurately. Produce reports as needed. Partner with Director of Programs and Strategic Initiatives to develop and implement systems to track youth and housing outcomes; and to actively use outcome data to build strong, evidenced based services;
- Partner with Director of Programs and Strategic Initiatives and development staff to identify and pursue new funding sources;
- Partner with the Director of Programs and Strategic Initiatives and the Director of Finance and Administration to develop and manage the budget for the Housing Division including developing and monitoring revenue and expenses.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Successful applicant will be required to complete a background check, TB test clearance, possess a valid California driver's license, and maintain a clean DMV record.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Masters degree in social work or related field required;**
- Must have 3 years experience working with at risk youth and/or young adults;
- Must have 2 years experience in working in a residential, 24-hour program;
- Minimum of 2 years of supervision, management and leadership experience preferred;
- Demonstrated ability to develop leadership in others;
- Experience in staff development, program development and evaluation preferred;
- Commitment to youth development principles and practices;
- Must be goal-driven and results-oriented with a friendly and professional demeanor;
- Excellent written and oral communication skills required; dynamic facilitation skills a plus;
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including government agencies and educational institutions;
- Must be well-organized, thorough and pay strong attention to detail;
- Capacity to exercise good judgment and to work well in a pressured, fast-paced environment, and to set priorities in the presence of conflicting needs.



PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

COMPENSATION

Salary to be determined and dependent on experience. Benefits are generous, with 80% employee health and dental insurance and 50% dependent coverage. Paid time off includes vacation, sick, and holidays. Voluntary vision and retirement plans are also available.

EQUAL OPPORTUNITY

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity - in our staffing and in our values. Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates who will be a leader in integrating our work and values to transform the life of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

TO APPLY

Please email cover letter and resume to jobs@beyondemancipation.org. Application deadline is November 22, 2019.