



St. Francis Center (SFC), a ministry of the Episcopal Diocese of Colorado, was established in June 1983. SFC is a refuge for men and women who are homeless in the metro Denver area. Our programs and services are tailored toward adult women and men, and focus on daytime shelter, social services, health and wellness, housing, employment, and outreach. At SFC, "guests" have the opportunity to work with a variety of specialists, depending on their individual needs, which is often the first step toward transformation and ultimately self-sufficiency.

We are currently looking for a **Director of Housing** at our Warren Residences. This is a Full-Time, 40 hours/week, exempt position eligible for an excellent benefit package as outlined below.

POSITION OVERVIEW

The Director of Housing directs the Permanent Supportive Housing team at Warren Residences. The team provides comprehensive case management services to people who are transitioning out of homelessness. The Director works independently as a dependable, competent, compassionate SFC Department Director, works collaboratively with other service providers in the community to provide optimum coordination, communication, and continuity of services for residents and potential residents of the housing program. The Director provides both clinical and task supervision for the SFC Housing team and completes administrative tasks needed to assure that the housing program is operated in compliance with our contracts.

PRIMARY RESPONSIBILITIES (Other duties may be assigned)

- Provide staff and clinical supervision to housing case managers, interns and residents.
- Hire, train, support and evaluate housing team and interns, in order to create a positive working environment
- Facilitation and participation in weekly team meetings, coordination staff schedules
- Volunteer coordination and support, as needed by program
- Provide direct case management for a small case load of residents, and crisis intervention and consultation for all residents
- Develop and coordinate of resident events/calendar with team to encourage prosocial engagement by residents
- Manage daily operations of program including planning, development, and evaluation (including resident feedback)
- Collaborate with Property management to ensure housing programs follow federal housing voucher regulations.
- Maintain and review all needed paperwork and documentation required for compliance with federal housing voucher regulations, and compliance with other funding grants and loans regulatory requirements.
- Submit required (quarterly, annual) reporting required by funders.
- Input and manage housing openings, and facilitate screening process for new housing applicants
- Develop and review policies regarding best practices and appropriate procedures.
- Create and oversee budget for program, and support SFC grant writing as needed.
- Community outreach and advocacy regarding program, including giving tours and speaking about program to community, and interfacing with neighbors, and other stakeholders.
- Participate in SFC leadership group, trainings, social activities and other agency committees

EDUCATION AND EXPERIENCE (MINIMUM REQUIREMENTS)

- LCSW or other licensed MH professional with supervisory and clinical experience.
- Five or more years of relevant experience and demonstrated competency assisting people living in poverty or who have experienced homelessness; demonstrated leadership with previous employer or in the community.
- Five or more years of experience with housing programs and federal housing program compliance.

KNOWLEDGE AND SKILLS

- Knowledge of and experience working with people who have experienced homelessness or extreme poverty, trauma and live with multiple disabilities.
- Knowledge of and experience working with federal housing voucher programs, housing development, and compliance with grant and loan regulations.
- Demonstrated experience leading a team of service professionals.
- Knowledge of Mental Health documentation and requirements for billing, preferred.
- Understanding of DSM-5, Housing First, harm reduction, trauma informed care, cultural sensitivity, restorative practice, motivational interviewing, strengths based treatment, CBT and other mental health modalities and frameworks.

Compensation and Benefits:

\$51,000 - \$57,000 - DOE

This is a full-time, 40 hours/week, exempt position.

The position is eligible for a robust benefits package including:

- Employer-paid health insurance with an HRA plan
- Employer-paid dental insurance
- Employer-paid life insurance after 1 year of employment
- Robust pension plan after 1 year (5% plus a dollar-for-dollar match of contributions up to 4% of earnings)
- Generous Employer-paid sick/vacation leave

How To Apply:

Qualified persons may apply by sending a cover letter, résumé, and three references to Saint Francis Center at Applications@sfcdenver.org or Christie@hrchoice.com. Invitations for interviews will be extended upon review of qualified candidates until the position is filled.

New employees will be required to provide proof of vaccination **PRIOR** to their start date or obtain a Medical/Religious exemption **PRIOR** to date of hire.

St. Francis Center is an Equal Opportunity employer.

St. Francis Center (SFC) strives to create a more just, diverse, equitable, and inclusive society for our community members who experience homelessness and turn to us for refuge. This begins with how we serve our guests and residents as well as how staff, volunteers, and board members treat each other. SFC acknowledges that, as a community, we can always do better by learning from the past and by celebrating and including all voices. SFC commits to learning and growing as we consistently strive for a more equitable and inclusive society.