

# DUMAS WESLEY COMMUNITY CENTER JOB DESCRIPTION

## Director of the Baldwin Family Village Transitional Housing Program

### GENERAL SUMMARY

The Director of the Baldwin Family Village (BFV) is primarily responsible for the administration of the transitional housing program for homeless families.

### PRIMARY JOB FUNCTIONS

- Providing measurable, clearly documented outcomes for program
- Administering program in a fiscally responsible manner
  - Creating, implementing, and managing BFV program budget and cost projections
  - Interviewing potential transitional housing residents
  - Working directly with residents to provide such things as new resident orientation, life skills instruction and occasional transportation and to address major policy violations
  - Making necessary purchases with approval of Executive Director, following the bid process when necessary, submitting receipts
  - Managing all data entered into Homeless Management Information System (HMIS)
  - Reinforcing cost saving measures, such as reducing electricity consumption, supplies, etc.
  - Tracking the value and quantity of donations
  - Monthly data reporting to Associate Executive Director for all grants
- Supervises Case Manager, Support Services Manager, Night Staff and Volunteers
  - Hiring with approval of Exec. Director
  - Coordinating ongoing trainings and professional development opportunities
  - Evaluating employee performance through utilization of standardized written instrument
  - Scheduling for night and weekend shifts
  - Reviewing and approving timesheets
  - Meeting monthly with entire staff to share information, provide additional training, and set the direction for the upcoming month
  - Meeting regularly with Case Manager to review each Residents' case plan progress and participation status
  - Working closely with Exec. Director and Associate Executive Director to set annual program goals and providing measurable, clearly documented outcomes for program
  - Ensuring the staffing of the guard post through local security company and addressing any issues that might arise
  - Identifying potential grant funds for BFV
  - Writing and submitting grant applications
  - Completing all grant reports for the grants received for BFV, when requested
  - Periodic review and revision of program procedures
  - Scheduling building maintenance and repairs, working in conjunction with Executive Director
  - Coordinating services with other Dumas Wesley programs
  - Advocacy on behalf of Residents
  - Publicizing BFV and the other Dumas Wesley programs
  - Raising awareness about homelessness by speaking throughout the community and in the media
  - Cultivating community and agency relationships
  - Rotating on-call for emergencies; willing to work a flexible schedule when situation warrants
  - Assuming and/or reassigning the duties of any Village staff member in their absence
  - Other tasks as requested by Executive Director/Associate Executive Director

Interested candidates may send a cover letter and resume to: [kcarver@dumaswesley.org](mailto:kcarver@dumaswesley.org)