



JOB DESCRIPTION

DIRECTOR - BALDWIN FAMILY VILLAGE TRANSITIONAL HOUSING PROGRAM

GENERAL SUMMARY

The Director of the Baldwin Family Village is primarily responsible for the management of day-to-day operations; implementation of policies and procedures; supervision of staff and residents in shelter and identification/implementation of revenue-generating activities.

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