



JOB DESCRIPTION

Director: Sybil Smith Family Village Transitional Housing Program

GENERAL SUMMARY

The Director of the Sybil Smith Family Village (SSFV) is responsible for overseeing and administering Dumas Wesley's transitional housing program for homeless women and children.

PRIMARY JOB FUNCTIONS

- Providing measurable, clearly documented outcomes for the program
- Administering program in a fiscally responsible manner
- Interviewing potential transitional housing residents
- Working directly with residents to provide such things as new resident orientation, life skills instruction, occasional transportation, and addressing 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 and supplies
- Tracking the value and quantity of donations
- Monthly data reporting to Executive Director for all grants
- Supervises Case Manager, Support Services Manager, Night Staff and Volunteers
- Hiring staff with approval of Executive Director
- Coordinating ongoing trainings and professional development opportunities
- Evaluating employee performance through standardized evaluation tools
- Scheduling 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 weekly with Village teams and Executive Director to review each resident's case plan progress and participation status
- Presenting program goals, program budget, and measurable, clearly documented outcomes to Executive Director
- Ensuring the staffing of the guard post through local security company and addressing any issues that might arise
- 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
- Advocating on behalf of residents
- Publicizing SSFV and the other Dumas Wesley programs
- Raising awareness about homelessness by speaking throughout the community and in the media
- Cultivating community and agency relationships
- Being on-call for emergencies at all times; willing to work a flexible schedule when situation warrants
- Assuming and/or reassigning the duties of any SSFV staff member in their absence
- Other tasks as requested by Executive Director

Interested candidates may send a cover letter and resume to: kcarver@dumaswesley.org