

Title: Homelessness Prevention Services Program Director

Location: The Bronx

Position Summary:

The Program Director is responsible for the day-to-day management of our homelessness prevention and supportive housing programs in the Bronx. The program director oversees the full spectrum of activities and functions offered at the site which include: homelessness prevention/anti-eviction case management, domestic violence services, food pantry and financial literacy. In addition, the program director will manage services that include case management, rehousing, and enrichment programming for households resident in supportive housing. This is an excellent leadership opportunity for a dedicated human services professional who wants to join Nazareth Housing in its fight to end economic inequity and prevent episodic homelessness.

Responsibilities:

- Oversee all program components including: client assessment, service plan development and progress, food pantry operations, and relationships with other community-based organizations.
- Recruit, train, mentor and supervise direct service staff so that Nazareth Housing clients are served with the highest level of professionalism
- Monitor staff performance, including performing case reviews and structured observations.
- Plan and develop budgets which express programmatic goals and work with finance staff to ensure timely payment requests to funders
- Monitor program expenses and analyze program reports monthly.
- Service as contract administrator:
 - Ensure all programs meet contractual goals and reporting requirements
 - Act as liaison with funding sources and develop regular communication with contract managers for programs supervised
 - Monitor program progress and submit all required reports to funding sources, including government and private sectors.
- Submit internal progress reports to the Director of Social Services and/or Executive Director monthly or more frequently as required.

- Prepare proposals for the development, expansion, and continuation of programs in coordination with the Director of Social Services.
- Act as a link between the administrative office, finance department, and program staff.
- Act as liaison with the community, including the area community district.
- Administer personnel policies and procedures.
- Perform additional duties as assigned by the Director of Social Services or Executive Director

Education:

- Master's Degree in Social Work, Mental Health, Counseling Psychology, or other related fields preferable. Bachelor's degree in Social Work, Mental Health, Counseling Psychology, or related field with at least five (5) years of experience in the human services sector with three (3) years of supervisory experience required.
- Bi-lingual English/Spanish required

Qualifications:

- Experience and knowledge in the homeless services sector, case management, mental health, substance use, and permanent supportive housing experience.
- Knowledge of evidence based practices such as trauma-informed care, strength-based case management, boundary setting, family-centered case management
- Knowledge of, and experience in providing, New York City housing and public benefits programs strongly preferred.
- Experience with food pantry operations preferred
- Computer proficiency with case management system experience. Knowledge of AWARDS, Microsoft Office, and Google Drive required.
- Detail-oriented with strong organizational skills.
- Excellent problem solving, written, and oral communication skills.
- Able to manage difficult situations, make interventions and seek outside assistance as needed
- Ability to identify and implement best case management practices for the organization
- Ability to solve problems, make decisions, resolve conflicts and listen
- Strong ability to effectively resolve and cope with immediate crises

Other Requirements:



519 East 11th Street, New York, NY 10009
Administration T: 212.982.7800 | F: 347.396.3165
Family Services T: 212.777.1010 | F: 347.396.3157

- Flexible work schedule to include some evenings and/or weekends as needed.
- Travel throughout NYC required using public transportation.

Salary: Commensurate with experience

To Apply: Submit your resume and cover letter with salary requirements to jobs@nazarethhousingnyc.org.

Nazareth Housing requires all new employees to be fully vaccinated against COVID-19 as a condition of employment, unless they qualify for a reasonable accommodation for medical or religious reasons. Accordingly, new employees must submit proof of vaccinations prior to the commencement of employment, unless a reasonable accommodation is granted.

Nazareth Housing is committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.



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