

Mid-Columbia Community Action Council

JOB DESCRIPTION

Job Title: Housing Stabilization Manager

Why work at MCCAC?

Mid-Columbia Community Action Council (MCCAC), located in heart of the beautiful Columbia River Gorge, serves Hood River, Wasco and Sherman Counties. MCCAC offers programs and services to ensure our most vulnerable community members have access to healthy, safe, stable and affordable housing. This is accomplished through our housing, energy/utility payment assistance and weatherization programs. MCCAC envisions a thriving community where our friends and neighbors have opportunities to be successful and thrive.

Job Purpose:

The Housing Stabilization Manager delivers high-quality housing programs to eligible households experiencing housing instability or homelessness. These programs promote stability and racial equity through advocacy, empowerment and coordination of supports and services which enable households to improve their economic and housing stability. The Housing Stabilization Manager is tasked with leading the efforts in the fight against homelessness, reducing the impact of trauma caused by housing insecurity and by increasing access to MCCAC resources to Black, Indigenous and People of Color (BIPOC) and LGBTQ+ community members. The Housing Stabilization Manager provides leadership in the planning, design, implementation, and evaluation of all program components throughout MCCAC's service areas. The Housing Stabilization Manager represents the agency in local, regional, and national forums promoting sound organizational and management innovations. The Housing Stabilization Manager is a member of the Executive Director's leadership team, participating in staff meetings, strategic planning, developing short and long term service goals and objectives, agency resource development and outreach. "Housing Stabilization" means programs funded through Oregon Housing and Community Services (OHCS) Programs, the Department of Housing and Urban Development (HUD) Continuum of Care (CoC) and private and local resources.

Duties, Tasks, and Responsibilities:

Supervision/ Management:

- Establishes and maintains effective working relationships with the OHCS staff, HUD field office staff, local and regional planning groups, and community partners across MCCAC's service region
- Provides general supervision and support to all housing program staff
- Establishes work priorities, assigns duties, monitors and evaluates individual staff performance
- Updates job descriptions and fill vacancies in program as necessary
- Manages all staff and volunteer functions including hiring, work plan establishment, professional development planning, evaluating, orienting, training, coaching, mentoring and disciplining
- Guides, motivates and leads all assigned employees and volunteers in keeping with the mission, vision, philosophy and core values of the agency
- Provides guidance and support information to staff; including assisting in interpreting program policies and procedures, client concerns and payment decisions
- Provides consultation to staff, volunteers and partner agencies on program issues
- Oversees the recruitment, retention and job duties of volunteers
- Ensures program staff and subgrantees incorporate culturally specific and relevant components into their program operations. This includes connecting culturally specific providers with MCCAC subgrantees or directly subcontracting with culturally specific agencies in the region.
- Ensures Housing Stabilization programs are leveraging the partnerships of multiple sectors and systems to achieve housing stability along with better physical and behavioral health, educational, employment and criminal justice system outcomes. These partnerships include, but

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are not limited to, the regional Coordinated Care Organizations, Early Learning HUB, Workforce Investment Board, School Districts and Public Safety offices.

- Addresses and responds to staff, client and volunteer concerns

Leadership/Oversight/Development:

- Provides vision, motivation and leadership to Housing Stabilization employees, and program participants
- Provides oversight of the Housing Stabilization programs to assure that all programs, services, and systems are developed in accordance with the OHCS Master Grant Agreements, HEARTH Act, contracts, compliance/regulatory requirements and congruent with MCCAC's organizational philosophy, mission, and values
- Interprets all governmental statutes, regulations, transmittal notices and memorandums pertaining to the Housing Stabilization programs. Develops or revises policies and operating procedures based on this guidance
- Provides written documents and program reports to the agency's board of directors, leadership team, HUD Field Office, Oregon Housing and Community Services, local and regional planning groups, and other agencies
- Oversees development of all Housing Stabilization grant applications, client records and files, performance and service reports
- Seeks additional opportunities and resources to expand program offerings in the Mid-Columbia Gorge region to serve vulnerable populations, LGBTQ+ and BIPOC communities.
- Makes recommendations for policy changes and additions that are developed with a client-centered approach and will result in greater program effectiveness, efficiency, and increased program access for vulnerable populations and people of color.
- Communicates any and all current or perceived risks to the Executive Director

Monitoring/Compliance:

- Ensures compliance with all contractual requirements for assigned service areas
- Assures that all required systems and records are maintained and up-to-date
- Oversees Housing Stabilization personnel practices assuring compliance with all agency policies, state and federal laws and regulations
- Oversees the efforts of assigned staff in the monitoring and control of component budgets; identification and interpretation of Housing Stabilization and community needs; conformance to all federal and state regulatory requirements
- Implements internal and external reporting systems and procedures for monitoring and controlling fiscal and programmatic activities
- Implements and maintains an ongoing evaluation system to ensure compliance with federal and state program guidelines and requirements
- Manages subrecipient relationships, ensuring timely reimbursement and monitoring for program and regulatory compliance in accordance with agreements

Liaison/Public Relations:

- Prepares Housing Stabilization reports to the MCCAC board of directors
- Represents Housing Stabilization in local, state, regional, and national forums, acting as a conduit for input and information, promoting innovation at all levels, and effectively advocating for staff, populations at-risk of or experiencing homelessness, communities of color and LGBTQ+ community members
- Develops and oversees community outreach, education and advocacy activities pertinent to the Housing Stabilization programs. At all times, represents MCCAC to the broader community with the utmost professionalism.

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- Serves as a regional convener and collaborator around housing and homelessness issues within the region.

Financial Management:

- Oversees the development and on-going oversight of the Housing Stabilization program annual budgets, expenditures and revenues. This includes projecting program spending based on known and expected utilization trends.
- Assures that required fiscal reports are monitored and submitted as required by each funding source
- Keeps the agency Executive Director and Finance Manager informed of all fiscal compliance requirements
- Oversees the funding procurement and grant development processes for Housing Stabilization programs
- Preparation and presentation of financial reports for reporting and grant development purposes

Contracts:

- Develops Requests for Proposals (RFP) and other solicitations necessary for subgranting processes.
- Implements contracting processes with sub-recipients
- Monitors sub-recipient contracts to ensure compliance with MCCAC, state and federal requirements and expectations.
- Coordinate and track sub-recipient spending trends
- Oversees data and file quality on sub-recipients

Knowledge, Skills, and Abilities:

- Thorough knowledge of management of program(s), finance, and human resources
- Working knowledge of regulatory environment
- Experience in human service program management, including program planning, operations and evaluation, the use of management information systems
- Extensive skills, knowledge and demonstrated abilities in areas of program development, community collaborations, community advocacy, equity and racial justice, homelessness service delivery and resource development
- Excellent oral and written communication skills
- Ability to work in partnership with community organizations and client groups
- Excellent leadership, team building and problem solving skills
- Proficiency in Microsoft Office platforms. Homeless Management Information System (HMIS) experience a plus.
- Bilingual a plus.

Qualifications:

- Bachelor's degree. Degree in a field with demonstrated relevance to mission a plus (for example, social welfare, public administration, social work, human services). Eight (8) years or more experience in a related field may substitute education requirements.
- Experience in program management
- At least three years of progressively responsible management level professional experience with a preference for such experience being in a HUD or similarly complex housing/homelessness programs

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- Knowledge current best practices related to housing and homelessness

Position Details:

- The position requires some overnight and out of area travel.
- This position is rated as active with frequent kneeling, stooping, bending, and sitting, regularly requires the individual to lift 30 pounds
- Serve as MCCAC agency representative for after hours concerns and emergencies
- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.
- Prior to date of hire, and throughout employment certification of the following are required:
 - Valid driver's license
 - Proof of current auto insurance
- MCCAC is an equal employment opportunity provider.
- Fair Labor Standards Classification: Full-Time, Exempt
- Reports to: Executive Director

Salary and Benefits Information

Annual Salary: \$50,000

- Benefits: MCCAC offers an excellent benefits package including Blue Cross medical insurance with the agency covering 90% for employees and dependents. Dental and vision coverage. Life insurance, 401k, paid vacation and sick leave.

To Apply

Submit application and cover letter to klapoint@mccac.com. Cover letters should include why you are uniquely qualified to serve in the position and what strengths you would bring to the role.

People of color and people with lived experience are encouraged to apply.

Position will remain open until filled. First round interviews will be held the week of December 28th, 2020