

Project New Hope

JOB OPENING: Program Manager in Permanent Housing

Project New Hope promotes and provides safe affordable housing and supportive services, for low and moderate income individuals or families with disabilities (such as HIV/AIDS) and Seniors, living in Southern California.

Major Job Responsibilities and Duties

Supervise Resident Services Coordinators

- Oversee and coordinate all Program intakes to ensure their completion.
- Assist with coordination of staff and service provision PNH residents living with disabilities.
- Maintain individual resident files in an organized and professional manner; to include all required documentation and updated case-notes for Shelter Plus Care, LAHSA and HOPWA.
- Oversight of Resident Services data base.
- Develop and maintain a service provider referral network for residents of PNH buildings. This will entail identifying and establishing effective relationships with agencies that provide such services as psychological counseling, in-home support, case management and financial support;
- Assess all residents for financial, mental health, substance abuse and all independent living needs at intake.
- Conduct initial intake for all Special Needs clients to determine eligibility.
- Assist with annual reports to public agencies as required, including Shelter Plus Care reports for the Housing Authority of the City of Los Angeles, the Los Angeles Homeless Authority and HOPWA monthly reports for the Los Angeles Housing Department.
- Communicate on a regular basis with internal and community service providers to monitor residents use of services and the quality and effectiveness of services; and act as a liaison and advocate for residents with service providers and entitlement agencies;
- Participate with property management staff in outreach, screening and selection of prospective residents;
- Ensure that each tenant provides monthly documentation of supportive services received through PNH and in the community.

QUALIFICATIONS

- MSW preferred
- Ability to manage and effectively supervise staff members in a professional manner.
- At least five years of experience working in a social service agency with homeless, HIV/AIDS, Domestic Violence and/or chemical dependency issues.
- Experience with Federal/State Contract management and reporting
- Experience with budget management
- Bi-lingual Spanish speaking a must. Excellent verbal and writing skills
- Experience with program planning and development;
- Experience working with data base systems preferred
- Ability to promote independent living with residents.
- Knowledge of public benefit and social service systems.

To apply, please send cover letter and resume to:

Brigitte Tweddell, *Executive Director*
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