



Community Programs Supervisor

Department: Community Programs

Reports to: Community Programs and Outreach Director

Employment Status Classification: Exempt Full Time Salary

Job Description Summary:

The Community Programs Supervisor will report directly to Community Programs and Outreach Director. The Community Programs Supervisor will work to monitor quality of service provision and streamline systems for efficiencies. This position is also interrelated to a variety of other departments and programs throughout the organization providing technical assistance to CHN staff.

This individual will work closely with all community programs staff, ensuring fully trained and proficient in their job duties. The Community Programs Supervisor will also continue to work closely with the Director of Community Programs and Outreach to develop a network of programs, services and assistance that will allow the organization to leverage resources to meet the needs of program participants in need of housing and other supports.

Essential Functions:

- Provide coaching and direct supervision to all staff in community programs. Provide regular and appropriate feedback including training, opportunities for professional growth, verbal and written improvement plans when needed, and regular evaluations.
- Provide oversight to community programs staff ensuring successful implementation, evaluation and coordination of services as well as compliance with funding regulations, program goals, and stakeholder expectations.
- Provide housing technical assistance to program participants, community programs staff, stakeholders, service providers and community partners as necessary.
- Provide daily supervision to Community Programs Staff, AmeriCorps members and Interns.
- Work directly with community programs staff to respond to program participant and community partner needs, identify staff to attend community outreach locations and events, and provide guidance and support in regard to resources and calls.
- Assist and train staff in program requirements and provide support to the community programs staff in the HMIS data cleaning requirements.



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- Compile requested reports related to data quality and service provision, including outcomes and CAPER/APRs/PATH PDX to funder as requested.
- Develop forms and workflows for grant specified activities.
- Complete rent reasonableness comparisons using MSHDA's Go Section 8 software
- Monitor spending in financial assistance lines per grant, work closely with Director to manage budgets.
- Participate in community-based activities when appropriate, representing Community Housing Network at community forums, workgroups, and events as requested.
- Other duties as assigned by the Director of Community Programs and Outreach and Executive Leadership

Qualifications/Requirements:

- Bachelor's degree in social work or human services related field; or five years of human service related experience and/or training, or equivalent combination of education and services.
- Supervisory experience with strong skills in program oversight and grant policy and procedures.
- Must have Homeless Management Information System (HMIS) experience
- Preferred Housing Quality Standards Inspection training
- Strong ability to represent the interests of CHN, interact effectively with a diverse population, and be comfortable building successful collaborative relationships with program participants, staff, AmeriCorps, interns and with community partners.
- Reliable transportation, possession of a valid driver's license, and maintenance of automobile insurance coverage that meets organization coverage limit requirements. (Bodily Injury \$100,000 each person and \$300,000 each occurrence and Property Damage of \$100,000 each occurrence) CHN reserves the right to require a motor vehicle record check with respect to any employee where driving is an essential function of the position.

Physical Demands:



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While performing the functions of this job, the position is both sedentary and at times requires the ability to be active including standing, walking in the outside elements, in and out of vehicle, bending, lifting and/or arranging files and office products and supplies and may require employee to periodically stand on a short step stool to access files.

To apply for this position OPEN HERE:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3aa7a5be-ba3e-4943-9815-6be640408aaa&ccId=19000101_000001&jobId=400374&source=CC2&lang=en_US