



Loaves and Fishes For St. Louis Inc.

Job Description

Job Title:

Director of Housing Stabilization

Job Summary:

The Director of Housing Stabilization is responsible for the successful performance of this highly mission-oriented Agency, ensuring its programs advance the organizational goals and serve the needs of our community. The director will regularly represent the organization in multiple venues, increasing awareness of the Housing Stability programs to enhance their effectiveness, generate opportunities, and attract philanthropic and other government funding sources. The Director will utilize quantitative and qualitative data to design, execute, and evaluate programming effectiveness and be responsible for the development of a robust network or partnerships with third-party service providers and funding sources to achieve programming goals.

Housing Stability Programs include: Emergency Shelter, Food Pantry, and Prevention

Responsibilities will include but are not limited to: See job description

Reports to: Jacki MacIntosh, CEO

Annual Salary: \$ TBD

Employment Classification: Full Time

Probationary Period: 90 days (all benefits will be available after the probationary period is completed)

PTO: 160 hours

Accumulated Earned Personal Time: n/a

Benefits offered: Aflac supplemental insurance (includes vision and dental), 401K matching plan, mental health care initiatives, HRA insurance benefit program.

Mileage: We offer monthly mileage reimbursement

Computer: You will be assigned a laptop computer that you can use during your employment. Your computer is monitored and should be used only for Loaves and Fishes interests. All electronics should be returned to the Company upon departure from Loaves and Fishes.

Training and Memberships: Loaves and Fishes will pay for additional training and memberships that are directly related to the growth and mission of Loaves and Fishes.

Duties and Responsibilities:

- Manage and oversee Housing Stability functions, including:
 - Review existing/established new programs, ensuring alignment with Loaves and Fishes' strategic goals.
 - Develop key performance indicators to monitor Housing stability programming impacts.
 - Review existing government grants and compliance to ensure ongoing relevance in meeting the needs of our constituents.
- Develop relationships and partnerships that help achieve program outcomes.
- Monitor trends in homeless services and housing stabilization outcomes.
- Serve as a conduit for information regarding housing stabilization activities internally and externally.
- Regularly review and monitor budgets to ensure programs operate within the established budget.
- Develop and maintain policies/procedure manuals for housing stabilization programs.
- Improve, strengthen, and align program systems for case management procedures, caseload standards, and assignments.
 - Perform regular file reviews to ensure that case files and service data in HMIS systems remain up-to-date, accurate, and complete.
 - Conducts case reviews with managers to monitor needs assessments, eligibility requirements, progress monitoring, intervention strategies, and techniques.
- Coordinated program-level and collaborative activities and meetings.
- Communicate promptly and effectively with other teams to ensure close coordination in service delivery and recommend adjustments to improve outcomes.

- Provide external presentations on issues related to housing stabilization.
- Other duties as assigned by the CEO.

Staff Development and Supervision:

- Actively engage in staff development, ongoing feedback, and creating management training plans.
- Quickly identify and address performance-related concerns. Ensure staff adherence to agency policies and timelines.

Teamwork and Collaboration:

- Build relationships within the community through one-on-one networking, group meetings, and public outreach.
- Represent LF in the community. Develop, recognize, document, and strengthen partner relationships to improve program outcomes.
- Creates a good working relationship with service providers, CoC members, and support groups to facilitate access to area resources and encourage a collaborative effort to service clients.
- Participates in Homeless Services team meetings and serves on CoC committees as requested.
- Demonstrates effective communication skills in building relationships with all employees and clients.
- Support other departments and team members as the need arises.

Expected Proficiency:

- Program, budget, and contract management experience, including analytical skills to successfully create and manage programs and reporting requirements.
- Organization-builder, detail-oriented communicator, leader, and outcomes-focused.
- Entrepreneurial mindset and can-do attitude with significant can-do and have-done experience.
- Critical thinking/judgment: ability to develop intelligent, workable solutions to challenges as they arise. Examines when to be flexible and when to establish formal policies. Values and employs creativity in problem-solving.
- Extensive knowledge of best practices in the homeless intervention field, i.e., housing first, rapid re-housing, prevention services for at-risk clients, trauma-informed care, motivational interviewing, etc.
- Supports CEO in maintaining a high-performance culture and continuous quality improvement that values learning and trust in the agency's design and impact.
- Experience in promoting diversity, equity, and inclusion in the workplace.
- Ability to effectively manage multiple assignments and competing priorities for self and staff.
- Professional and leadership maintaining confidentiality with all privacy data.
- Self-motivated and accountable for achieving deadlines,

Qualifications:

- Bachelor's degree (master level of education preferred), with 5+ years of experience working with low-income, at-risk, and homeless populations.
- Proven ability to create, implement, and manage new programs independently.
- Three to five years of experience managing more than five people.
- Experience with HMIS systems, databases, and computer proficiency, including the ability to create and manage spreadsheets (Microsoft Word, Excel, PowerPoint, and Adobe).
- Ability to compute rate, ratio, and percent and use skills to analyze budgets and outcomes.
- Experience working in diverse settings with people across all socioeconomic spectrums and a wide variety of personalities and roles

LF Values and Culture:

- CARING - We offer a light of hope and encouragement to those who feel lost and scared.
- KINDNESS - A simple act that makes a profound impact on the emotional wellbeing of others.
- RESPECT- Everyone deserves the right to be heard, regardless of financial or social status.
- DIGNITY - We honor the character and inherent value of each person.
- STEWARDSHIP - We hold ourselves accountable to our partners and clients by providing sound stewardship principles and policies to all resources that benefit

those in need.

- EMPOWERMENT - We teach others how to take control of their life