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## Stand Up Placer, Inc. – Job Description

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<b>Position:</b>	Housing Supervisor
<b>Reports To:</b>	Chief Operating Officer/Associate Director
<b>Location:</b>	Stand Up Placer Administrative Offices and Service Offices
<b>Job Status:</b>	Non-Exempt Full Time

### **ABOUT STAND UP PLACER**

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault and human trafficking and their non-offending family members. Our mission is: Saving lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault and human trafficking.

### **POSITION SUMMARY**

The Housing Supervisor is responsible for oversight of Stand Up Placer's Supportive Housing Program and staff, collaboration on grant reports, clients, in-kind donation distribution, support groups, and special projects. Assist safe house residents with resources and referrals to permanent housing options.

### **ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:**

- Supervise all necessary program development
- Supervise housing staff
- Understand, implement, and ensure compliance with grants, coordinated entry, and agency protocols
- Work with Chief Operating Officer to develop program policies and procedures as needed or required for compliance requirements and departmental efficiency
- Prepare reports on grant objectives, review monthly data reports for accuracy, completeness, and compliance.
- Build relationships with outside referrals such as landlords, Calworks, community partner connections, etc.
- Ensure that housing team:
  - Assist safe house residents with resources and referrals to permanent housing options
  - Conduct financial coaching for safe house, housing, and drop-in clients
  - Process incoming clients including application, interviews, orientation, and inspection
  - Accurately complete all required documentation for client case files

- Prepare monthly check requests
- Weekly case management with diverse participants
- Prepare individual success plan for each housing client quarterly
- Facilitate support group twice monthly
- Participate in Placer Consortium on Homelessness (PCOH) as needed

## **QUALIFICATIONS**

- Knowledge of personnel management principles and practices
- Ability to address crises and solve problems effectively
- Ability to work under pressure, manage and meet deadlines
- Awareness of and sensitivity to the cultures represented in Placer County
- Excellent written and oral communications skills
- Excellent organizational skills
- Understanding of Federal and State funding compliance requirements, especially statistical data and recordkeeping requirements
- Strong administrative skills and familiarity with data bases required
- Demonstrated computer skills and proficiency in Microsoft Office Suites with an emphasis on Microsoft Word, Excel, and Outlook programs, required. Experience using HMIS (service point) and Apricot is preferred
- Ability to create spreadsheets, annual reports, charts, and measurement outcomes (e.g., surveys), etc.
- Ability to plan and organize multiple responsibilities
- Experience presenting to diverse groups
- Minimum AA/AS and/or a combination of course work with 3 to 5 years prior work experience in social services field; bachelor's degree preferred
- Reliable transportation, valid California Driver's License, and proof of insurance
- Completion of crisis intervention training, post-employment
- Spanish proficiency preferred

## **ESSENTIAL PHYSICAL REQUIRMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

## **DISCLAIMER STATEMENT**

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

**COMPENSATION AND BENEFITS**

Compensation is commensurate with experience. Benefits include health insurance with flexible spending account, paid vacation, holidays.

**TO APPLY**

Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter and professional references to Marianne Nodes, at [marianne@standupplacer.org](mailto:marianne@standupplacer.org) with Housing Supervisor in the subject line. Please indicate how you heard about this position.

Stand Up Placer is an equal opportunity employer. For more information you can visit our website at [www.standupplacer.org](http://www.standupplacer.org)

**Acknowledgement**

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.

_____	_____
Employee Signature	Date
_____	_____
Supervisor's Signature	Date