

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 11/21/2017 IN-HOUSE: X
DEADLINE FOR APPLICATIONS: 12/05/2017 OUTSIDE: X
POSITION: Program Director INITIAL WORKSITE:* 16 Arch Street, Cumberland
PROGRAM: Office of Housing Opportunities
SALARY: Hourly: _____ Annually: \$27,500

* Subject to change based on program needs

GENERAL SCOPE:

Under the direction of the Department Director and in concert with HRDC Policies and Procedures and Program guidelines, ensures the efficient daily operation of the HRDC Office of Housing Opportunities Program, including the operation of its transitional shelter, permanent supportive housing program, rapid rehousing program, rental assistance program(s) and food programs; case management, follow-up services and coordination of services for all homeless individuals and families in the county; ensures compliance with federal and state regulations and requirements, plans and schedules staff time with the objective of maximizing resources; creates a positive and supportive environment for staff and consumers; is aware of the latest legislation regulations impacting on each program; develops and assures completion of program objectives, submits required reports and documents in a timely manner; responsible for cost-effective purchasing, as well as, for the care and use of materials and equipment; fosters good community relations; ensures client confidentiality; serves as a positive role model; maintains a positive, professional attitude at all times; and coordinates projects as assigned by the Supervisor.

QUALIFICATIONS: (Education/Experience)

Bachelor's Degree from an accredited college or university in Social Services or related field and two (2) years' experience paralleling the major duties of the position preferred.

SKILLS AND ABILITIES:

1. Ability to plan and schedule time efficiently and effectively.
2. Ability to exercise independent judgment, evaluates complex issues/problems, identify solutions, and develop an appropriate course of action.
3. Ability to comprehend and interpret laws and regulations pertaining to residential housing.
4. Ability to effectively handle multiple tasks in a highly pressured and constantly changing environment.
5. Documented ability in establishing meaningful program and individual objectives and to develop a monitoring system that assures accomplishment.
6. Oral and written communication skills to legibly and accurately complete applicable paperwork, maintain records and interact with customers.
7. Possesses excellent organizational and time management skills.
8. Possesses typing skills sufficient to be productive.
9. Relates well to low-income persons and to impart general information to clients regarding services and benefits available to them when the need arises.
10. Possesses excellent organizational and time management skills.
11. Possesses valid driver's license with access to transportation on a daily basis to travel independently.
12. Ability to use Agency and Program automated information systems within prescribed time period.
13. Has clean driving record as defined in HRDC's Policy Manual.

DUTIES:

1. Recruits, orients, and hires personnel, interns, and volunteers.
2. Sets specific job objectives; ensures that employees know what is expected and the standards by which they will be appraised.
3. Establishes and maintains effective two-way communication to understand the needs and concerns of employees.
4. Conducts regular staff meetings to convey information, make assignments, and monitor activity.
5. Conducts performance evaluations of staff.
6. Handles all discipline problems and grievances to appropriate level as described in Personnel Policies and Procedures.

7. Identifies staff (including interns and volunteers) training needs and secures training to meet those needs within funding limitations.
8. Effectively manages employee's use of various types of leave.
9. Ensures the effective implementation of Agency pay and travel policies.
10. Ensures facility and equipment are properly maintained to create a clean and safe environment for consumers and staff.
11. Develops grant and refunding applications to include program goals and objectives.
12. Ensures the qualitative and quantitative achievement of program goals and objectives.
13. Establishes standards, monitoring and feedback procedures so that people or processes can be guided to predetermined objectives in a timely manner.
14. Develops and maintains current Program Operations Manual.
15. Develops, implements and monitors program budgets in conformance with Finance Operations Manual and program guidelines.
16. Ensures maximum utilization of community resources.
17. Accurately prepares and submits all required reports and documents in a timely manner.9. Ensures full and complete implementation of Agency Policies and Procedures pertaining to consumer abuse/neglect, consumer records, and consumer complaints.
18. Attends all meetings, seminars and trainings as required.
19. Monitors and ensures Transitional Shelter operations are effective and residents are safe; duties to include:
20. Ensures other programs administered through the Office of Housing Opportunities (Supportive Housing, MEFP, Brown Bag, Rapid Re-housing and Homeless Prevention) are compliant with funding regulations.
21. Advocates for residents and coordinates networking of community resources on behalf of residents and clients of all programs.
22. Assists in the recruitment of new members for the Continuum of Care Homeless Board and provides input an information to its members.
23. Performs other duties as requested by Department Director.
24. Promotes and supports the agency's Core Values (**T**eamwork, **H**onesty, **R**espect, **I**nnovation and Growth, Value of People, and **E**ffort and Commitment) in their day to day work.

WORKING CONDITIONS:

This is a non-union, Supervisory, Salary Exempt, position. Typically, Monday – Friday 8:00 a.m. – 4:00 p.m., 40 hours per week; must have flexibility to work beyond an 8-hour day/40-hour week. Works 50% of time in program office; 50% of time in the community. Out-of-town travel may be required per program needs and operations.

NOTICE: All applicants must submit an HRDC Employment Application, resume and cover letter of interest which indicates how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO:

HRDC Personnel Office
125 Virginia Ave
Cumberland, MD 21502

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