



COLUMBUS METROPOLITAN HOUSING AUTHORITY

COMMUNITY. COMMITMENT. COLLABORATION.

Job Opening

Position: Resident Services Manager (LISW)

FLSA Status: Exempt

Position open date: Monday, October 22, 2018
26, 2018

Salary: \$56,690 - Negotiable

Job #: RSM 18-102218

Close date: Friday, October

Job Summary

The Resident Services Manager works Closely with Assistant Vice President of Resident Initiatives and the Development Project Manager with program administration. Provide oversight for the FSS and Resident Services Programs. Coordination all aspects of the delivery of resident programming at CMHA housing communities.

Essential Job Functions

Designing and overseeing the implementation of a supportive service coordination system that includes individual/family assessments to identify social, economic, employment, educational and health needs among CMHA residents. Hire, train, and develop a team of service coordinators to implement supportive services system. Utilizing assessment data coordinate, delivery, and monitor resident programming and resources. Design, implement, and maintain service coordination reporting. Collaborates with internal and external partners to develop strategic initiatives that assists CMHA residents with housing stability, lease compliance, eviction prevention support, and personal development. Coordinate internal and external referrals and transfers for supportive services.

Design, recruit, and oversee the internship program.

Provide oversight for the FSS and Resident Services Programs. Coordination all aspects of the delivery of resident programming at CMHA housing communities.

Assists with the project management, reporting, grant writing, and fund raising. Monitor budget and ensure and ensure expenses are within the department and project budget.

Works Closely with Assistant Vice President of Resident Initiatives and the Development Project Manager with program administration. Assist with developing partnerships in the creation and maintenance of the service provider network and increase awareness of services and communicate partnership opportunities. Coordinate marketing and networking activities with internal and external sources for service coordination and programming that ensure established targets are achieve. Represents CMHA in meetings with partner agencies as part of the resident initiatives department.

Models professionalism and problem-solving behavior for staff, volunteers, families, and community. Responsible for creating and maintaining a culture that values and promotes wellness and self-care. Incorporates cultural competence, trauma informed care, motivational interviewing and other evidence-based techniques when designing and implementing resident programming and resources. Participate in training, presentations, and review publications that are relevant to the service coordination program.

ESSENTIAL KNOWLEDGE AND TRAINING

Possess a This position requires a licensed independent social work (LISW) along with a minimum of a Bachelor's degree from an accredited college or university in Social Work, Clinical Psychology, Counseling or related Human Service Field; Master's Degree preferred; four (4) or more years of related experience and/ or training; minimum of two years providing crisis intervention services; minimum of two years of management experience.

Valid driver's license and must maintain insurability according to the Housing Authority's insurance policy.

To apply send resume to: hr@cmhanet.com or fax: 614 421-6403. Deadline to apply, Friday, October 26, 2018.