

# Manager of Supportive Housing

**JOB TITLE:** Manager, Supportive Housing

**FSLA STATUS:** Exempt

**QUALIFICATIONS:** Experienced Property Manager (5 plus years of property leasing/management). Must have real estate license or be able to successfully complete requirements to be licensed within 1 year. Should have experience with supportive housing programs and or Section 8 specifically. Experience with Governmental Documents and or Government Grants preferred. Candidate must have management experience. Bachelors Degree and/or Masters Degree in related fields highly preferred.

**SKILLS REQUIRED:** Day to day operational oversight, staff supervision, financial and budget administration, directing strategic planning initiatives, implementation of policies, communication with other managers and advanced knowledge of real estate practices.

**BASIC FUNCTION:** To supervise the LifeNet HUD Housing portfolio and LifeNet collaborating government housing programs for compliance. Provides day to day executive level direction to departmental staff in the field of compliance and performance of housing programs. Represents the agency on community or housing related issues as needed.

**SUPERVISOR:** President/CEO

## **RESPONSIBILITIES:**

### **Staff Supervision**

- Manage HUD Operations Staff on HUD required duties specific to program compliance.
- Manage contract Property Manager to ensure compliance of property management contracts.

### **Facilities** (to include owned and leased property)

- Manage and supervise all Maintenance Staff and Housing Assistant
- Supervise staff on Risk Management issues, compliance (consistent with QM) and periodic safety training

### **Property Management**

- Works to report vacancies and ensure appropriate occupancy on leased properties.
- Works to limit or reduce the vacancy time period.
- Develop rent collection process consistent with accounting and new software
- Day-to-day management oversight
- Record keeping
- Responsible for billing and compliance issues regarding property management
- Establish consistent leasing practices via accounting
- Assess LifeNet property for safety compliance

### **Grant Compliance:**

- Monitor oversight and compliance of HUD guidelines
- Submit annual reports as needed on all HUD funding
- Responsible for data collection/reporting for all housing grants
- Monitor and coordinate with Accounting staff, systems for fee collection/billing as appropriate per grant request
- Complete technical submissions and annual reports for HUD grants
- Responsible for billing and compliance issues for grants

**Support Service Coordination/Program Management**

- Monitor Case Management and Out reach performance as to comply with HUD Goals
- Manage Applicable staff who is responsible for the coordination of lease agreements and placement of consumers in housing
- Monitor S.S. MOA to ensure compliance of residents
- Coordinate housing issues
- Communicate regulations and housing information to clinical staff

**Food Pantry**

- Monitors the purchased food and budget of the Food Pantry
- Ensures that the pantry is accessible and compliant with food distribution guidelines