



HOUSING STABILIZATION SUPERVISOR

Location: Douglas County, Oregon

Salary: \$19.15 - \$28.75 Hourly

Housing Stabilization Supervisor – Douglas County, Oregon

Full Time - 40 Hours per Week

Department: Housing Stabilization Services

This Position: Are you passionate about serving those in your community who are in need of stable housing? United Community Action Network has an immediate opening for a **Full Time Housing Stabilization Supervisor** position in **Douglas County, Oregon**.

UCAN offers a wide array of services to help residents of Josephine and Douglas County obtain housing and remain stably housed. The services provided include: Help with selection of housing, move-in arrangements, rental assistance, move-in cost assistance, deposit assistance and education on how to be a good tenant.

The Douglas County Housing Stabilization Supervisor provides supervision to the Case Management and Housing Eligibility teams by assigning work to, setting priorities for and monitoring work performance of staff.

UCAN works closely with local landlords and affordable housing providers. We offer a rent guarantee program to landlords, increasing their willingness to lease to residents who may have barriers to renting, such as poor credit scores.

ESSENTIAL JOB DUTIES

Under the direction of the Housing Stabilization Program Manager, the Supervisor will:

- Supervise on site case management and housing eligibility services and staff which includes: strengthening systems and procedures; family involvement in developing their plan; participate in budget preparation; establish, maintain and interpret policy and procedure.
 - Supervise, assign work to, and set priorities and monitor work performance of staff, or other direct support staff as directed; is involved in selection, training and evaluation of staff.
 - May interview participants and assist with screening for target populations/programs and guide staff in ensuring ongoing verification of eligibility and suitability for case managed program participant is enrolled.
 - Assist staff in case goals, activities and staffing that focuses the household on developing action plans of both short-term and long-term goals and work plan to meet those needs in staffing case plans.
 - Monitor and evaluate individual caseload and that of team members in alignment with each family's progress from point of entry to self-sufficiency and stabilization.
 - Assist with access to training on trauma informed practices, fair housing, money management, tenant rights and responsibilities, property care, maintenance, and to coordinate other educational services to staff and consumers when appropriate. May be certified as trainer within scope of work.
 - Assist with development of case management manuals, policies and procedures.
 - Establish and maintain necessary files, program records and statistics.
- ✓ **Regular and consistent attendance is required.**

POSITION REQUIREMENTS

Minimum Qualifications:

- Demonstrated competency found commonly through achieved Associates degree in social services, education or related field **OR** four years progressively responsible work-related experience demonstrating supervisory experience in human service delivery coordination **OR** satisfactory equivalent combination of experience and training upon screening.
- Thorough knowledge of social services practices and procedures to be able to identify problems and develop a plan of action; considerable knowledge of community resources; considerable knowledge of and experience in empowering individuals, understanding of low income/homeless people and the causes of poverty and homelessness.



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- At time of appointment, must possess valid Oregon driver's license. Finalist must provide court print driving record that meets the requirements of the UCAN Driver Policy as part of contingent offer of employment.
- This position requires skill in record keeping, data entry and use of complex office equipment. This position requires bending, carrying, keyboarding, occasionally lifting up to 25 pounds, pushing, pulling, reaching, sitting, standing, walking and hearing voice conversation. Requires continuous mental and visual attention.
- Candidate will be required to establish and maintain records and have strong written and verbal communication skills. This position requires running reports and statistical data in an independent work environment.
- ✓ **Background Investigation:** The finalist for this position is required to pass a criminal history background as part of a contingent offer of employment. Conviction of a crime may not necessarily disqualify an individual from employment.

SUBMIT INTEREST COVER LETTER TO: ucan.employment@ucan.org

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Phone: 541-492-3913 FAX: 541-492-3921

UCAN is an Equal Opportunity Employer.

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources:

ucanhr@ucan.org