BETHEL WINTER HOUSE 

Job Description

# Housing Program Manager

**Preferences & Requirements:**

Yup’ik Speaker preferred

Experience working with adolescents and adults required

Willingness to work with at-risk adults and some youth

Must have basic computer skills
 Preference on knowledgeability of the Permanent Supportive Housing Model and Housing First

Preference on a driver’s license – not required

Must be willing to travel (for training and for presentations)

Willingness to complete required training (ex. First Aid, AED, Trauma Informed, NARCAN, etc)

College degree preferred – BS in Social Work or Human Sciences helpful

Must be willing to work flexible hours

High School Diploma or GED required; post-high school education preferred

Must be able to pass background check

Must Not be Activity Receiving Services from Bethel Winter House

**Hours**:40 hours per week. Certain dates may require additional hours

**Job Type:** Permanent Full-time Position

**Pay range:** $55,000 a year

**Benefits:**  Health Insurance Reimbursement

Responsibilities:

* Assist tenants through positive role modeling, individual advocacy and other referrals to community resources.
* Implementation of Policies and Procedures for Resident application, screening, eligibility, move-in, etc.
* Providing lease documents and full resident packet required by HUD.
* Work with the BWH ED, for the successful resident move-in, maintenance, and employee training.
* Complete Residential applications with potential residents and enter data into AKHMIS system, creating a waiting list for future residents.
* Ensuring accurate emergency contact information and releases of information for tenants in Housing First files.
* Continue to develop facility management plan, emergency policy, and procedures documents, Maintenance repair and Janitorial process, etc with the BWH ED.
* Implement and ensure employee onboarding process, training protocols, scheduling procedure, and supervisory structure are being followed.
* Create and Maintain relationships with common referral providers and local organizations, including BFC, YKHC, ONC, AVCP, and Calista.
* Partnering with Neighborworks Alaska and consulting with AHFC to ensure compliance with lease voucher funded requirements.
* Transportation of tenants to and from medical appointments, in addition to advocating for tenants during appointments as needed with medical providers.
* Coordinating with tenants and BFC Case Manager or Nurse Clinician to discuss prescriptions needed; dropping off and picking up prescriptions from YKHC
* Informing staff via daily log and notes regarding important information.
* Attend training as required and perform other duties as assigned.
* Attend monthly meetings for the Housing Coalition, Coordinated Entry, etc.
* Participate in staff meetings and supervision.
* Other tasks as assigned by the BWH ED
* Willingness to model sober and non-violent behavior on and off the job.