



## Interfaith Works Interfaith Homes – Housing Initiative Program Position Description

### Program Director

Interfaith Homes (IFH) and the Housing Initiative Program (HIP), utilize the Housing First model to provide permanent supportive housing to vulnerable, homeless individuals and families experiencing homelessness. The Program Director oversees a multidisciplinary team that provides intensive support to individuals and families in scattered-site housing throughout Montgomery County, with the goal of maintaining housing stability. The Program Director provides supervision to the clinical team, which includes multiple Case Managers, a Case Aide, and the Housing Services Coordinator.

#### **Responsibilities:**

- Supervise the clinical team for both Interfaith Homes and the Housing Initiative Program, meeting with them individually on a weekly basis to ensure high quality services as well as alignment with best practices.
- Supervise the IFH-HIP Housing Services Coordinator, who identifies housing, assists with leasing, collects rent, and acts as a liaison to landlords.
- Facilitate internal weekly staff meetings for the IFH and HIP Singles team.
- Assist team with crisis intervention when needed, petitioning clients for emergency evaluations when appropriate.
- Collaborate and communicate with other providers to ensure residents receive requested services, setting up staffings as needed.
- Provide performance feedback as needed and complete annual written performance evaluations to supervisees.
- Review and approve documentation of client work on the Homeless Management Information System (HMIS), collect pertinent statistics, and prepare monthly and quarterly reports as required.
- Maintain compliance with IFH and HIP County Contract expectations and report on outcome measures as outlined by the contract and IW.
- Ensure compliance with Continuum of Care and HUD guidelines, mandatory reporting laws, incident reporting, ethical guidelines, and other compliance items as required.
- Develop and maintain the IFH and HIP budgets.
- Approve program expenditures and monitor program budget spend down, making adjustments to spending as needed. Also approve monthly program invoices to the County.

- Complete quarterly and bi-annual statistics, as requested by the County, grants, or IW.
- Attend Coordinated Entry System and HIP meetings, as well as other Continuum of Care meetings to represent IFH and HIP.
- Serve as a member of the Leadership Team, attend monthly Program Director meetings, and participate in program development.
- Supervise LMSW or LGPC staff members for clinical hours.
- Hire and provide orientation and training to new members of the clinical team, and other staff, as appropriate.
- Perform other related tasks and duties as assigned by the Director of Homeless Services.

**Qualifications:**

- A Master's in Social Work, Counseling, or similar behavioral health field.
- A valid Licensed Certified Social Work - Clinical (LCSW-C) or Licensed Clinical Professional Counselor (LCPC), Maryland license preferred with a minimum of three years post-graduate experience.
- Three to five years of experience working with individuals with acute and chronic behavioral health conditions and knowledge of crisis intervention techniques.
- In-depth understanding of homelessness, permanent supportive housing, as well as landlord-tenant issues.
- Knowledge and ability to effectively apply best practices in housing the chronically homeless, including Trauma-Informed Care, Housing First, Harm Reduction, and Motivational Interviewing.
- Flexibility and openness to working in an intensive program serving clients from diverse racial, cultural and socio-economic backgrounds.
- Excellent communication skills.
- Ability to work as a team member with compassion, respect and professionalism.
- Knowledge of community resources.

**Supervision:**

The Program Director reports to the Director of Homeless and Housing Services.

**To Apply:**

Submit a cover letter and resume to Christine Hong, [chong@iworksmc.org](mailto:chong@iworksmc.org).