



JOB ANNOUNCEMENT

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Building Opportunities for Self Sufficiency, nor does it in any way alter the employment-at-will relationship that exists between employees and Building Opportunities for Self Sufficiency. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

JOB TITLE: Director of Housing

REPORTS TO: Deputy Director of Housing, Operations and Quality Assurance

EMPLOYMENT STATUS: Exempt

TIME COMMITMENT: Full-time

STARTING SALARY: \$80,000 - \$90,000 per annum, *depending on experience*

ORGANIZATION

The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. The organization was founded in 1971 by a group of volunteers from the Hillel Streetwork Project in Berkeley who responded to the needs of mentally ill individuals being released to the streets by state hospital closures. Today, BOSS develops solutions to mass homelessness, mass incarceration and community violence and is dedicated to the inclusion of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness and violence with an intentional focus on four areas of service with Housing Security, Criminal Justice Reentry, Neighborhood Safety, and Social Justice Programs and services. BOSS works one-on-one with each family and each individual to help them achieve stable income, permanent affordable housing, and lasting wellness.

POSITION DESCRIPTION/OVERVIEW

During the pandemic Building Opportunities for Self-Sufficiency (BOSS) has been deemed an essential services agency, and as such has remained open in order to continue to serve our participants and our communities. We have always prioritized employees' health and safety and continue to do so during the COVID-19 health crisis by providing staff and participants with necessary PPE. We have established social distancing protocols that are practiced in the workplace.

The health and safety of employees and their families and our participants is of utmost importance and we will continue to practice all Health Department recommended behaviors as a means of sustaining our community's wellbeing.

BOSS, one of the Bay Area's most socially astute, innovative and effective nonprofits developing solutions to mass homelessness, mass incarceration and community violence through a cultural health and justice lens, is looking for an experienced Director of Housing to provide support and oversight to in its Alameda County programs.

This is a Senior Management position that will assist BOSS in accomplishing our mission driven work. As part of the Senior Management team, the person in this position must be a leader committed to excellence and

growth, as BOSS is a dynamic agency continually changing to meet the needs of those we serve. The position oversees Alameda County housing programs at BOSS, fosters new housing partnerships, and provides input and expertise to achieve the agency's strategic goals.

Essential Functions (Duties and Responsibilities):

1. **Program Oversight (40%):** Provide oversight to all Alameda County Housing Programs and housing components of other programs within BOSS including ensuring successful implementation, evaluation and coordination of services. Ensure that programs are in compliance with funding regulations, program goals, and stakeholder expectations. Provide high level program development, goal setting, and engagement with external stakeholders specific to programs.
2. **Senior Management (10%):** Collaborate regularly with agency management. Participate in regular Senior Management meetings with the Executive Director, Deputy Directors, Director of Finance, Director of Development, Director of Human Resources, to discuss issues relating to finances, human resources, and program operations.
3. **Program/ Staff Supervision (25%):** Provide coaching and direct supervision to all staff managing the above mentioned programs. Provide regular and appropriate feedback including training, opportunities for professional growth, verbal and written improvement plans when needed, and regular evaluations.
4. **Evaluation and Quality Systems Management (10%):** Work collaboratively with other managers and directors to ensure that a culture of outcome driven performance is maintained by valuing data quality evaluation of programs. Assist in the creation of the annual report for the public which describes all service outcomes for internal and external stakeholders.
5. **Agency Liaison to the Community (10%):** Maintain effective public relations. Develop relationships with the community. Serve as a spokesperson for agency when called upon.
6. **Coordination of Departments (5%):** Ensure that programs are successfully integrating supportive services and housing components to stabilize and improve housing, income, and health outcomes of participants.

QUALIFICATIONS

- Minimum of 10 years of professional experience in the human services, social work, or related field.
- Master's degree strongly preferred. Bachelor's degree in social services, business, or related field required.
- Minimum five years' experience in non-profit management with a proven track record in successful implementation of housing programs for people who are homeless
- Highly proficient in Microsoft Office suite, with an emphasis in Excel.
- Supervisory experience with strong skills in program development and policy and procedures.
- Strong organizational, detail orientated, and time management skills.
- Proven ability to work independently, effectively as an individual and part of the team.
- Ability to meet the geographic range of the position. Position requires frequent travel throughout Alameda County, and occasional travel throughout the state and country.
- Strong ability to represent the interests of the agency, interact effectively with a diverse population, and be comfortable building successful collaborative relationships with tenants, staff, and with community and resource building.

BOSS Benefits & Incentives:

- 80% paid health benefits for employees
- 11 Paid Holidays per year
- 403(b) Retirement Plan
- Dynamic, mission-driven culture and supportive leadership
- Professional Development Opportunities, Leadership Academy Programs, Annual All Staff Events & Holiday Parties

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other mental health related documents. Ability to write clear, concise and accurate correspondence. Effective oral and written communication skills.

MATHEMATICAL SKILLS:

College level mathematical skills required.

REASONING ABILITY:

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Demonstrated skill with problem solving techniques.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

MENTAL DEMANDS:

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

CONCLUSION:

I invite you to be part of a vibrant and talented team that is committed to promoting health and self-sufficiency, fighting for equity, and celebrating diversity and inclusion!

BOSS is committed to the principle of equal opportunity in education and employment. BOSS does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Culturally centered:

We believe that we make better decisions and provide quality services when our workforce reflects the diversity of the populations we serve. Black, Indigenous, People of Color (BIPOC) make up nearly 90% of our workforce and we strive to recruit and retain employees with lived experience.

Send resume and cover letter to:

hrjobs@self-sufficiency.org