



Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.

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Homeward Bound Program

DHS Permanent Supportive Housing Supervisor Job Description

GENERAL RESPONSIBILITIES

The DHS Permanent Supportive Housing Supervisor (DHS PSH Supervisor) is responsible for the supervision of DHS Permanent Homeward Bound Housing Advocates. Under the direction of the Homeward Bound Program Director, the DHS Permanent Supportive Housing Supervisor assures that clients are moved smoothly through the initial application process, and after placement, works with DHS PSH Housing Advocates to ensure that formerly homeless clients have access to appropriate housing as they move toward permanent housing and self-sufficiency. The DHS Permanent Supportive Housing Supervisor is responsible for the initial processing of homeless clients for services. This includes such services as taking care of the most immediate needs of clients and assisting in obtaining appropriate documentation for the determination of program eligibility.

EXAMPLES OF WORK

- Provides supervision of Housing Advocates under the direct supervision of the Homeward Bound Program Director.
- Assesses immediate needs and makes appropriate referrals for client services.
- Assigns caseloads to case management staff under the direction of the Homeward Bound Program Director.
- Maintains accurate records of DHS PSH Advocates caseload.
- Regularly monitors and staffs with agencies for the provision of client services.
- Provides case management services to clients, if necessary.
- Regularly reviews/audits case notes, and case plans and assists with modifying case plans as needed.
- Assist in completing required reports in a timely manner
- Assist in completing inspections of properties
- Works with HMIS Administrator to ensure all paperwork used in case file is appropriate for funding guidelines. Assists with maintaining accurate occupancy records of the housing units.
- Attends and participates in regular meetings of program staff.
- Represents Homeward Bound in local networks and collaborative efforts, including speaking engagements.
- Assists in the development and execution of all Memorandums of Understanding (MOU's) with agencies under the direction of the Program Director, negotiates payment to other agencies for services when necessary.
- Performs other duties as required.

QUALIFICATIONS

Applicants should have at least one-year of successful supervisory experience, including volunteer work, in human services. An academic degree in related field may substitute for experience. Applicants should have or be capable of learning the following skills: counseling, crisis intervention, problem solving, case management, program planning, and time management.

Applicants must have computer experience in Microsoft Excel and basic communication software. Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

SALARY AND BENEFITS

The introductory salary range is from \$42,000 to \$46,000 per year with raises available each July 1 based on merit and availability of funds. This employment is contingent upon continued funding for this position. Raises are provided annually based on merit and availability of funding. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life and disability insurance, direct deposit, matching retirement fund and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

This is a full-time position requiring 40 hours per week, and it is subject to the Fair Labor Standards Act. The DHS Permanent Homeward Bound Housing Advocates is under the direction of the Homeward Bound Program Director. The program office is located at 819 E. Clay, Decatur, IL. This position is funded through a grant, and no promise of employment is made beyond the end of that grant period.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

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