****

**Housing Program Manager**

**SUMMARY**

The Housing Program Manager (HRPM) will oversee HOPE Community Services’ various housing programs and represent the organization in the Westchester County Continuum of Care. The HRPM will be responsible for managing staff, adhering to program compliances, reporting, file management, landlord relationships, partner relations, and all other housing related duties. The HRPM will report to the Director of Programming and Community Engagement.

**REQUIREMENTS**

Applicants should have a Bachelor’s Degree and five years of experience in the field of housing. Previous management experience is strongly preferred. Knowledge of HMIS (Housing Management Information System) and eLOCCS (Electronic Line of Credit Control System) also preferred. Applicants should also have knowledge of homelessness systems, resources, and mental illness awareness.

**DUTIES**

* Manage Housing Programs in accordance with HUD (Housing and Urban Development) standards.
* Manage staff, scheduling, reporting, vouchering, and maintain files in a timely manner
* Manage drop in center for the homeless population that resides in neighboring shelter.
* Work with funders to ensure the grants are executed as designed.
* Represent the organization in matters pertaining to housing and homelessness.
* Strong understanding of homelessness and mental illness as it pertains to the population.
* Establish and maintain strong and productive working relationships with the local shelter, partners, funders and providers.
* Create positive outcomes for the homeless population.
* Participate in homeless outreach events and work with community partners on annual Point In Time counts.
* Advocate for the homeless population and services