



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

Supportive Housing Manager

Pima County Housing First and Scattered Site

The Supportive Housing Manager will oversee the Permanent Supportive Housing program staff in the Supportive Housing Department. The Manager will ensure that OPCS is following Housing First, harm reduction, motivational interviewing, and trauma informed care principles.

Employee Benefits

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 160 Hours Paid Time Off (PTO) Per Year

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Duties and Responsibilities:

1. Assist with the development, implementation, and compliance of policies and procedures related to OPCS' PSH contract/programs.
2. Supervise staff working on the PSH grant in the Supportive Housing Department.
3. Work closely with the PSH staff at other OPCS locations.
4. Develop relationship with local landlords. Find housing opportunities for OPCS participants/clients.
5. Lead weekly staff meetings, provide supervision, and meet with staff as required.
6. Make recommendations to the Clinical Director for any program changes that will benefit the clients.
7. Organize staff trainings to ensure compliance with contractual requirements.
8. Interview, hire and supervise employees in PSH program.
9. Assist Clinical Director in grant administration, budget management, reporting, etc.
10. Oversee new staff orientation and complete staff performance review in a timely manner.
11. Attend community/contract coordination meetings with community/contract collaborators to ensure effective coordination of services.
12. Other duties as assigned.

Qualifications:

Bachelor's degree in human services or related field preferred or four years related experience and/or training; or equivalent combination of education and experience. Knowledgeable of personnel management techniques with strong communication, administrative and interpersonal skills. Working knowledge of evidence-based interventions for persons with a variety of behavioral health concerns including serious mental illness and substance abuse/dependence. Willingness to learn and practice evidence-based practices, such as Motivational Interviewing, Housing First and Harm Reduction. Experience working in racially, ethnically, and socio-economically diverse urban communities. Highly organized, creative, entrepreneurial, flexible, and able to manage multiple tasks concurrently. Ability and willingness to work a flexible schedule. Exceptional interpersonal skills; ability to be leader and a team player. Strong computer skills – Advanced Microsoft Office skills required (Word, Outlook, Excel, and PowerPoint). EHR experience preferred. Possess and maintain valid CPR/First Aid Certification. Valid Arizona driver's license, proof of auto insurance and reliable transportation required. Bilingual, Bicultural and/or Veteran a plus.

Job Status
Full Time

Pay Rate
\$50,877 - \$62,566

Pay Comments
Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check is conducted pre-employment.