



**PLYMOUTH HOUSING GROUP
INTERNAL AND EXTERNAL JOB ANNOUNCEMENT**

Opening Date: April 6, 2010

Closing Date: until filled

DIRECTOR OF SOCIAL SERVICES

Reports to:	Chief Operations Officer	Status:	Exempt/Full Time
		Compensation:	\$60,000 - \$75,000 DOQ
Hours:	Generally Monday through Friday business hours, Full-time position	Benefits:	Medical, dental & vision insurance, long-term disability, group life insurance, paid time off, 9 paid holidays, retirement plan, EAP, discounted gym membership & bus pass subsidy

AGENCY OVERVIEW

Plymouth Housing Group (PHG) is a non-profit organization with 125 employees and an annual budget of \$12 million. Its mission is “to eliminate homelessness and stabilize homeless and very-low-income people in housing by preserving, developing, and operating safe, decent, affordable housing, and by providing opportunities for homeless and very-low-income people to improve their lives.” PHG owns and manages 12 buildings in downtown Seattle that provide 900 units of low income housing, including 700 units of permanent supportive housing for individuals coming from homelessness.

JOB SUMMARY

The Director of Social Services provides leadership and quality assurance for PHG’s 25-person Social Services Department, and represents PHG in a variety of settings that benefit Plymouth tenants and homeless applicants. As a member of PHG’s Leadership Team, the Social Services Director helps shape agency policy and initiatives that further PHG’s mission. The Director establishes and maintains service-delivery based on the values inherent in Plymouth’s mission, the principles of cultural proficiency and anti-racism, the tenets of harm reduction, and the ‘housing first’ philosophy.

ESSENTIAL JOB FUNCTIONS:

(Responsibilities, accountabilities, and competencies; may not include all duties of this job)

Program Leadership, Oversight and Quality Assurance

- Provides overall leadership and quality assurance for Social Services Department, including oversight of tenant assessment, brokering of services from community providers, and community building activities.
- Responsible for social services department staffing, including oversight of recruitment, training, evaluation, recognition, and discipline. Provides clinical supervision to Social Services staff. Directly supervises three Social Services Program Managers.
- Participates in negotiating contract terms for social services funding grants; ensures compliance with funder documentation requirements; assures accurate data collection and prepares timely monitoring reports.
- Participates in development of Social Services department budget; oversees approval of departmental expenditures.
- As member of Leadership Team, collaborates on policies and initiatives with broad agency significance. Collaborates actively with Director of Housing to ensure smooth integration of social services with building management. Collaborates with Director of Compliance to ensure low barrier admission of applicants for housing within constraints of funder eligibility and documentation requirements.
- Participates in negotiation of set-aside agreements with partner agencies serving special populations; Maintains ongoing communication with set-aside partners regarding service delivery expectations and issues
- Collaborates with Policy Director and Executive Director in developing PHG’s public advocacy work and stakeholder cultivation; accepts specific assignments to represent PHG in external advocacy and program development work, including providing a leadership role in key stakeholders groups

ESSENTIAL JOB QUALIFICATIONS:

(Any equivalent combination of knowledge, skills, abilities, education, and experience)

Education: Bachelor's degree required; Master's degree in relevant discipline preferred.

Experience: Minimum of five years relevant and progressively responsible experience in human services program administration, including supervisory experience.

Other Qualifications:

- Exceptional communication and interpersonal skills.
- Familiarity with Seattle/King County network of housing and human services providers.
- Direct experience serving individuals and families coping with homelessness and disabilities.
- Experience advocating on behalf of individuals who are homeless and disabled.
- Excellent organizational skills with ability to prioritize effectively and meet deadlines in a professional manner.
- Demonstrated ability to develop and sustain successful relationships with community agencies and resources.
- Familiarity with a variety of entitlement programs and qualifications.
- Familiarity with quality assurance practices and reporting to public and private funders.
- Group training and facilitation experience.
- Proficient and experienced with Microsoft Office applications; particularly Word, Excel, and Outlook. Must be able to work efficiently and effectively with customized databases and technology, and conduct Internet research.

**SUBMIT LETTER OF INTEREST & RESUME TO
PLYMOUTH HOUSING GROUP
2113 Third Avenue, Seattle WA 98121
FAX: (206) 374-0602 Email: jobs@plymouthhousing.org
www.plymouthhousing.org
No Phone Calls, Please**

PLYMOUTH HOUSING GROUP IS AN EQUAL OPPORTUNITY EMPLOYER