



## POSITION ANNOUNCEMENT

Date of Notice: March 2, 2023  
Name of Position: Director of Housing Services  
Respond to: Pathfinders  
4200 North Holton St, Ste 400  
Milwaukee, WI 53212

Closing Date: When filled  
Status: Full-time, exempt  
Contact: [hr@pathfindersmke.org](mailto:hr@pathfindersmke.org)

### Job Purpose and Reporting Structure:

Under the direction of the Senior Vice-President Programs, the Director of Housing Services oversees development, implementation, and evaluation of Supportive Housing programming, including Q-BLOK, PATHS, and Housing First. This position will establish program guidelines, goals, policies, and report outcome measurements.

As a member of the Senior Leadership Team, the Director of Housing Services supports and enhances the organizational and administrative function of Pathfinders and provides overall direction, management, leadership, and coordination of its Housing Services through ongoing monitoring of program activities, ensuring effectiveness and regulatory compliance.

### Essential Duties and Responsibilities:

- Recruit, hire, train, evaluate, and support Housing Services Programs paid and unpaid staff members. Evaluate staffing resources and person-hour availability to maximize program efficiencies. Maintain effective two-way communication between management, staff, and students/volunteers.
- Develop, direct, implement, and evaluate Housing Programs. Establish program guidelines, goals, policies, and outcome measurements. Provide ongoing monitoring of program activities to ensure effectiveness and regulatory compliance. Provide overall direction and guidance for program content and structure, inclusive of 24-hours on call support.
- Coordinate and mediate with the housing program's landlords regarding the housing facilities, which include maintaining proper control and security, facility maintenance and repair, and adherence to city and state mandated facility licensing codes and regulations in order to ensure housing stability and avoid eviction.
- Prepare necessary accountability, compliance, and performance reports and disseminate information to appropriate personnel, which include, but are not limited to, the Senior Vice President of Programs, the President & CEO, and the Board of Directors.
- Participate in and represent program in cooperative community program committees, networks, organization, work group, and associations to ensure quality.
- Write proposals in collaboration with the Grants Manager to obtain government, public, and private funding for program designed to meet the needs of community and clients. Maintain grant funding source documentation, reporting, and related contract compliance standards.
- Responsible budget preparation, compliance, monitoring, and reporting in collaboration with Finance Department.
- Assist in fund development, as necessary.
- Monitor staff compliance with training/staff development requirements according to group home regulations.
- Other duties may be assigned.

### Supervisory Responsibilities:

Directly supervise paid staff of approximately 3 full-time employees with indirect supervision of approximately 3 FTE employees. Maintain responsibility for the overall direction, coordination, and evaluation of all employees within programs supervised. Carry out supervisory responsibilities in accordance with the organization's policies, procedures, and all applicable laws. Responsibilities include recruiting, interviewing, hiring, and training employees; planning assigning, and directing work; appraising employee performance, rewarding and disciplining employees; addressing complaints; and resolving problems.

### Qualification Requirements:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Requires education generally equivalent to a Master's degree in social work, clinical or educational psychology and between three to five years related training and experience, preferably in a youth serving agency or group home setting. Two to three years' experience in management and supervision are required.

### Additional Information

This opportunity to join a caring and committed team of professionals includes a salary range is \$65,000 – \$85,000 and an excellent benefits package that includes health/dental, short- and long-term disability insurance, life insurance, and generous paid time off plan.

**Response**

Send letter of interest, current resume and salary expectations via email to [hr@pathfindersmke.org](mailto:hr@pathfindersmke.org). Please specify which position you are applying for. Organizational information can be found at [www.pathfindersmke.org](http://www.pathfindersmke.org). No phone calls will be accepted.

**An Equal Opportunity Organization** - Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve.