



**Wanted:** Versatile, experienced, energetic leader to join our team at Hands On Hartford as the **Assistant Director of Housing Services** to play a lead role in the planning and management of person-centered intensive, comprehensive case management services for HOH Housing Services.

**Why work at Hands On Hartford:** Hands On Hartford, located in the vibrant Parkville neighborhood of Hartford in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 52-year-old nonprofit that values diversity, team work, and takes a strengths-based, harm reduction, collaborative approach to all we do.

**As the Assistant Director of Housing Services, you'll make a difference in the lives of the folks we serve, as well as in fostering a well-supported and impactful team of staff, by:**

- Being an integral part of the HOH Leadership Team
- Leading and overseeing HOH's permanent supportive housing and sub contracted case management housing services
- Training, supporting and inspiring the housing team in their work
- Representing HOH in the community in a myriad of settings
- Coordinating intake and discharge planning services
- Coordinating crisis prevention, intervention and risk management activities
- Working with other leadership staff on program budgets, quality improvement, and staff development opportunities
- Ensuring that HOH's housing services utilize best practices to work alongside tenants to accomplish their goals
- Participating in a variety of agency, community and professional development activities in alignment with interests

**This could be the job for you if you:**

- Believe in our mission and core values and are committed to diversity, equity and inclusion
- Possess a Master's degree in related field plus three or more years related experience (or a bachelor's degree in related field and five or more years experience)
- Have a minimum of 2 years experience providing management or coordination of supportive housing case management and a minimum of 2 years supervising or managing staff and projects;

- Possess a passion, energy and enthusiasm for people you serve as well as colleagues
- Have a commitment to and demonstrated knowledge of, interest in, & experience serving folks with HIV, behavioral health, primary health care issues, and homeless histories
- Possess excellent writing, organizational and communication skills
- Have experience providing trainings and team building activities
- Possess experience and proficiency in standard Windows applications
- Have the ability to lift and carry at least 25 pounds and a valid driver's license and insured/registered vehicle.
- Possess or are eligible for LMSW or LCSW licensure, along with fluency in Spanish in addition to English, a plus.

**When:** Salaried, exempt position, minimum of 40-hour work week, generally Monday through Friday. Flexibility in the work schedule is expected with possible early morning, evening and weekend hours; occasional holiday coverage, rotating on-call responsibilities as scheduled.

**What we offer full time employees:**

- Excellent, generous medical/dental/disability/life benefits
- Competitive salary
- Dedicated, diverse, and friendly co-workers
- Paid time off – 12 holidays, vacation, personal time, and sick leave
- 401 K employer contribution and match
- Free on-site parking

**If this sounds interesting to you:**

**Send a letter of interest & resume to: Barbara A. Shaw, LCSW, Executive Director**

**Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.**

**Email [bshaw@handsonhartford.org](mailto:bshaw@handsonhartford.org)**

**Closing date: 8/31/21**

**AA/EOE**