



**Wanted:** Versatile energetic individual to join our team at Hands On Hartford as the **Assistant Manager of HOH's Housing Services** to provide leadership and assist the Assistant Director of HOH's housing services, with staff support, services, daily operations, and program planning.

**Why work at Hands On Hartford:** Hands On 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 team work, inclusivity, and takes strengths-based, harm reduction, collaborative approach to all we do.

**As the Assistant Manager of HOH's 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:**

- Help recruit, orient, supervise, train, schedule, evaluate and support assigned staff, service members, interns and volunteers.
- Provide daily support and coordination of tenant assistant's service opportunities
- Create positive, supportive, recovery rich communities in same site housing spaces
- Coordinate a variety of engaging and enriching groups and activities for tenants
- Ensure that documentation of program services is completed in a timely, complete manner.
- Develop and use tools such as work plans, written procedures, task lists, and ticklers to manage and communicate operations and refinements for services.
- Ensure regular opportunities for staff team building and communication.
- Help identify and solve problems, adapt programs to changing community needs, envision and plan for the future.
- Provide housing and healthcare focused case management to a small case load of tenants.
- Ensure housing first, trauma informed and harm reduction approaches are incorporated into work
- Provide services and support staff in a manner which upholds HOH's commitment to diversity, equity and inclusion.

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

- Believe in our mission and core values and are committed to diversity, equity and inclusion
- Have a desire to grow professionally
- Have a minimum of a high school diploma, at least 3 years related experience and at least 1 year of supervisory or project management experience (a bachelors degree and 2 + years of case management along with 1+ year of supervisory/coordination experience is preferred)
- Have a demonstrated knowledge, interest, & experience in services/issues related to HIV, homelessness, substance abuse/mental illness
- Energy and enthusiasm; excellent organizational and communication skills required
- Are creative, have schedule flexibility, and thrive as part of a team
- Have knowledge and proficiency in using computer applications, including standard Windows applications
- Have a valid driver's license, registered and insured motor vehicle and are able to lift and carry at least 25 pounds
- Fluency in Spanish and English preferred

**When:** Salaried, exempt position which requires a minimum 40-hour work week. Flexibility in the work schedule is expected; occasional holiday coverage

**What we offer full time employees:**

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

**If this sounds interesting to you:**

**Send letter of interest & resume to: Abbie Kelly, Director of Housing Services**

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

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

**Closing date: 10/8/21**

**AA/EOE**