



Co-Director of Housing – Homeless Prevention and Outreach

Wanted: Versatile, energetic and experienced individual to join our team at Hands On Hartford as the **Co-Director of Housing, Homeless Prevention and Outreach**. This person will provide leadership and organization to the homeless prevention, outreach and day programs while working with the other Co-Director of Housing through supportive activities.

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 53-year old nonprofit that values team work, inclusivity, and takes a strengths-based, harm reduction, collaborative approach to all we do.

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

Pay: \$70,000 - \$74,000 per year

As the Co-Director 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:

- Overseeing the hiring process of areas' services staff.
- Ensuring orientation, support, training and evaluation of areas' staff.
- Overseeing area services daily operations and acts as staff back up as needed.
- Ensuring service activities, documentation and impacts are in alignment with plans.
- Creating and maintaining the chart review process for outreach charts and permanent housing services charts.
- Leading a variety of efforts to expand programming and seek funding including research, positioning, relationship development, program/expansion concepts, outcomes, program design and budgets

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 Master's Degree in Social Work or related field + four (4) years supervisory/management experience in a human service delivery system or a combination of education and experience/training equaling six (6) years, not less than four years.
- Are a Licensed Social Worker or other appropriately licensed professional a plus, as is being bi-lingual (English/Spanish).
- Lead within an approach that is client-centered, harm reduction, housing first, trauma sensitive
- Are able to make decisions, manage project timelines and meet deadlines.
- Have knowledge and proficiency in using computer applications, including standard Windows applications.
- Have a valid driver's license, registered and insured vehicle and are able to lift and carry at least 25 pounds.

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: Barbara A. Shaw, Executive Director
Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.**

Email bshaw@handsonhartford.org

Closing date: 8/5/2022

AA/EOE