

St. Martin Center, Inc.
Self-Sufficiency Director
Job Description

Job Title: Self-Sufficiency Director
Reports to: Chief Operating Officer (COO)
Salary: \$60,000
FLSA: Salaried/Exempt

The Director will lead multiple direct reports providing basic needs, emergency, food pantry, and housing counseling. The Director will also manage all aspects of the program to ensure impactful client service and compliance.

Qualifications/Requirements:

1. Minimum 3 years' experience in a supervisory capacity
2. Minimum 4 years' experience with direct human services case work
3. Moderate experience with Microsoft Suite: (Outlook, Word, Excel) and client databases (i.e., CRMs) including HMIS, preferred
4. Bachelor's degree in human services or related field, master's degree preferred
5. Grant writing/reporting experience, preferred
6. Must obtain HUD Housing Counseling Certification within 18 months of hire
7. Must have valid PA driver's license and willingness to work weekends on occasion

Primary Functions:

- Lead Self-Sufficiency (SS) staff including hiring, managing, coaching, and evaluating
- Coordinate client referrals with staff capacity, community need and/or funder requirements.
- Administer required client/program databases (e.g., HMIS) and/or other client referral established processes (Client Call Log, etc.) as needed
- Ensure that program activities, corresponding reporting and client files are in line with agency mission, submitted on time, accurate and compliant with funder requirements/inspections
- Work with SS staff and Administration towards accurate and prompt payments of direct client assistance (e.g., rent, mortgage, other) and annual grant spending
- Problem-solve client conflict resolution, as needed

Secondary Functions:

- Ensure key program spending is within budgeted amounts
- Manage own and staff training requirements
- Supervise the monthly collection of client feedback from direct service staff
- Coordinate and expand availability of SS programs to clients at Early Learning Center
- Create, expand, or modify programs as needed
- Ensure SS program promotion in collaboration with Development Director
- Research grant/funding opportunities and assist with the grant writing as needed
- Represent St. Martin Center at various community events/meetings as needed
- Performs all other duties as assigned/required

Requirements to perform essential functions: (Codes used: “F” for frequently; “O” for occasionally)

Physical

- (F) Sit
- (F) Stand
- (F) Walk
- (F) Climb Stairs
- (O) Bend
- (O) Squat
- (O) Kneel
- (F) Handle objects (manual dexterity)
- (O) Reach above shoulder level
- (F) Use Fine Finger Movements (write/type, etc.)

Carry/lift loads of:

- (O) Light (up to 25 lbs.)

Mental

- (F) Read/comprehend
- (F) Perform Calculations
- (F) Communicate Orally
- (F) Reason and Analyze

I, _____, hereby certify that I am able to perform the essential functions of this position, with or without accommodation.

Signature: _____ Date: _____