



Mission of Phoenixville Women's Outreach: Phoenixville Women's Outreach is a non-profit community organization focused on helping homeless and low-income single women in the greater Phoenixville area. Its mission is to provide transitional housing and supportive services to empower these women to break the cycle of dependence and poverty, enhance their skills and move towards self-sufficiency.

The House is a place where a woman has time to heal, gains assistance in finding employment, restores financial stability, and receives help in finding permanent housing. When our women are ready to leave, finding affordable housing is a major obstacle in our community. Our non-profit has recently purchased *The Next Step House* to offer an affordable renting option for women to showcase their self-sufficiency upon leaving the transition house. Both programs help to empower women and enhance their skills to become self-sufficient and independent.

Position Description

Job Title: Housing Director, Phoenixville Women's Outreach

Report To: Executive Director, Phoenixville Women's Outreach

Part-time position; 20-25 hours per week; including nights and weekends as required

Salary: \$20/hour

Position Summary: The Housing Director of Phoenixville Women's Outreach will provide direct service and supervision to the participants in the PWO programs. Primary responsibilities include sustained and regular interaction with participants of diverse backgrounds. The Housing Director will actively collaborate and consult with the Executive Director and Board of Directors on all matters impacting the strategic focus of PWO.

Primary Responsibilities

1. Transitional Housing Supervision (*The House*):
 - Completes intake and orientation process for all participants
 - Responds to all inquiries for housing received by phone or online applications to conduct a complete intake process including two in-person interviews with each applicant, drug tests, and criminal background checks
 - Provides orientation to all participants including reviewing the rules and policies of the program
 - Works with participants to develop and monitor individual plans and progress towards the goals of independence and self sufficiency
 - Holds weekly one-on-ones
 - Informs participants of local services, food pantries, places of worship, etc.
 - Aids participants (without employment) to obtain employment, aiding them with applications, etc.
 - Oversees random and for cause drug testing

- Confirms participants' attendance at social services where required (e.g. mental health, drug & alcohol therapies)
 - Assists with locating housing and completion of the SPDAT for subsidized housing
 - Coordinates with the Executive Director and Programs Committee to develop and schedule mandatory educational program offered to participants; Schedules and facilitates a mandatory weekly House dinner meeting
 - Provides oversight of House Rules to ensure the community is working well together including assigning weekly chores, conducting regular room inspections, assisting with weekly grocery shopping, and routinely reviewing the policies and procedures
 - On call for all building or participant emergencies, nights and weekends
 - Informs Executive Director of routine and emergency facility needs; Interfaces with vendors
2. Record Keeping and Basic Fiscal Management for all Programs:
- Maintains a confidential participant database, recording all data relevant to applications, intakes, and discharges
 - Completes weekly report on status of participants for Executive Director and monthly report for Board of Directors
 - Calculates, collects and documents all monies for the mandatory savings program and activity fee from each participant
 - Completes all PWO paperwork required for program participation
3. Permanent Housing Program Supervision (*The Next Step House*):
- Work with Housing Authority of Chester County regarding subsidized housing including rent, lease, schedule required inspections, and completion of all county forms
 - Oversees the monthly inspection of rooms, conducts monthly meetings with tenants, and collects rent
 - Oversees the weekly food shopping list and shopping
 - Informs Executive Director of routine and emergency facility needs; Interfaces with vendors
4. Community Outreach:
- Provides support and guidance to volunteers while working with the Volunteer Coordinator
 - Attends monthly meetings of PARN, Cross Systems, PUSH and the Nonprofit Roundtable and other meetings offered
 - Undertakes other related responsibilities required or assigned by the Executive Director

Knowledge and Skills

Communication: Must have excellent written and oral communication skills as well as the ability to communicate with a wide variety of constituents including staff, participants, volunteers, social service organizations, Board of Directors, among others.

Collaboration: Must be a team-player with ability to identify, cultivate, and maintain relationships both inside and outside the organization. Working with the Executive Director, Board of Directors, and volunteers individually and in committees will be a critical component to reach goals of the organization.

Initiative and Flexibility: Must initiate and complete assignments independently without close supervision. Time management and efficient scheduling is required. A high degree of flexibility is required to formulate effective solutions to complex client cases.

Complexity of Tasks: Must be able to effectively prioritize tasks and make decisions so that all crisis situations are handled promptly and all responsibilities are balanced to reach goals of the organization.

Basic Fiscal Literacy: Must have proficiency with monetary transactions and maintaining banking records.

Managerial: Must be clear with expectations and standards of the program. The Housing Director must work to motivate the participants and hold them accountable.

Minimum Qualifications

Required:

- Bachelor's degree in social work, non-profit management, counseling, human services or a related field
- At least two years experience in the mental health field or equivalent
- Must have current driver's license and proof of insurance
- Ability and desire to support the mission and goals of PWO
- Computer skills- proficiency in Google Suites and spreadsheets
- Ability to navigate through the social service network and tap into resources available to support participants

Preferred:

- Master's degree in social work
- Knowledge of homelessness, substance abuse and mental illness
- Knowledge of Phoenixville and Chester County resources

To apply, please send a cover letter and resume to Andrea@phxhouse.org.

Deadline to apply is February 17, 2021.

Job description subject to change in the event of amended changes to local, state, and federal non-profit employment laws, organizational change through merger, or other event impacting Phoenixville Women's Outreach.