



Job Title: Housing & Community Development Manager

Position Overview:

The Housing & Community Development Manager leads housing programs at the Family Center, including Family Supportive Housing and other related initiatives. This role involves overseeing housing staff, developing innovative programming, building community partnerships, and contributing to community development efforts. The manager plays a pivotal role in supporting housing staff to serve individuals and families, focusing on parent resiliency, and utilizing the Strengthening Families Protective Factors Framework and trauma-informed care approaches. Collaboration with both the management team and external partners is essential to promote Family Center services and enhance community relationships. Additionally, the manager provides resources, referrals, and tools to support staff in delivering high-quality services to prenatal and postpartum families, infants, and children, aiming to improve their overall well-being.

Key Responsibilities:

- **Program Leadership:** Manage Family Center Housing programs such as Family Supportive Housing and Housing Stability services.
- **Team Supervision:** Provide regular supervision, guidance, and support to housing staff, including training on program-specific and client-related issues.
- **Community Engagement:** Build and maintain partnerships with community organizations through Memorandums of Understanding (MOUs) and protocols, attending relevant meetings, and adjusting agreements as needed.
- **Client Support:** Assist housing staff in delivering financial empowerment, life skills training, tenant education, parent-child resiliency services, and addiction recovery support.
- **Advocacy & Outreach:** Represent the Family Center in local, statewide, and legislative advocacy efforts to address homelessness and promote family well-being.
- **Grant Management:** Prepare and submit grant reports and requests in a timely manner.
- **Family Support:** Collaborate with the Parents as Teachers program to coordinate parent education and help develop family protective factors.
- **Administrative Functions:** Maintain records, complete data entry, and prepare required reports. Attend local and state housing coalition meetings and other assigned responsibilities.
- **Teamwork & Compliance:** Collaborate effectively with colleagues to support Family Center services and maintain confidentiality in line with agency policies and legal requirements.

Qualifications:

- **Education:** Bachelor's degree in Psychology, Human Services, Counseling, or a related field.
- **Experience:**
 - Supervisory experience in a demanding environment.
 - Proven success in program development and implementation.
 - Familiarity with housing and homelessness resources in Washington County.
 - Experience working with families in community settings, especially those facing complex needs, poverty, or substance use.
- **Skills:**
 - Strong knowledge of domestic/sexual violence risk factors and their connection to homelessness.
 - Ability to teach life skills like budgeting, healthy eating, and personal safety.
 - Exceptional team leadership, communication, and problem-solving abilities.
 - High ethical standards, resilience, adaptability, and strong people skills.
 - Familiarity with Vermont Agency of Human Services regulations is a plus.
- **Additional Requirements:**
 - Valid Vermont driver's license.
 - Ability to pass background checks.

Working Conditions:

- **Internal:** Office-based work in a typical climate-controlled environment. Noise levels are moderate.
- **External:** Regular travel for home visits and community-based meetings. Some tasks may occur in participants' homes or external office environments.

Physical Demands:

The role involves brief periods of standing and walking, with most tasks performed while seated, which may lead to eyestrain from detailed reading and computer use. Additionally, the nature of the work can result in stress from deadlines and changing priorities. The organization provides adaptive equipment if needed.