



Stone House makes a difference in our community by caring for and protecting adult and child survivors of domestic abuse, and helping them rebuild safe, secure, independent lives of purpose and self-fulfillment.  
[www.stonehouseinc.org](http://www.stonehouseinc.org)

### Supervisor of Housing Programs

#### Job description

The Supervisor of Housing provides supervision of a variety of office and field activities to promote, manage, and monitor participants' transition from homelessness to permanent housing as well as their stabilization once housed. Supervisor of Housing manages the housing team whose primary responsibility is to provide immediate/long term housing support through Stone House's various housing programs which include: Rapid Rehousing, One Westminster Housing Stabilization and Community Housing Stabilization.

#### Duties include:

- Provide direct supervision to Rapid Rehousing and Housing Stabilization staff, including regular individual supervision and a once-a-week housing team meeting. RRH Case Managers are responsible for providing transitional support that may include collaborating with other family shelters, housing search, landlords and supportive services to promote participants' self-sufficiency, integration into the community, and permanency in housing. Our housing stabilization staff provide stabilization case management for the participants that live onsite with us at our main building as well as community participants.
- Ensure delivery of trauma-informed advocacy and support services by the housing staff.
- Assess eligibility for Housing Stabilization Program and RRH program and maintain the waitlist, ensuring that survivors seeking services receive regular contact and updates on program space availability.
- Consistently maintain and update the RRH participant rent spreadsheet and attend the monthly rent meeting.
- Provide facilitation of housing workshops and other support groups (exp. Domestic violence support group, Parenting, etc.) to the families that are a part of our housing programs.
- Maintain accurate and complete records in ETO database including daily recording of case notes, points of service, and efforts. Maintain appropriate paper files for program participants.
- Conduct quarterly file audits for all housing staff and document it in the folders to assure that we are in compliance with funding requirements.
- Monitor and strategize with case managers about all financial requests needed to ensure stability for families.
- Ensure adherence to all funding and programmatic obligations.
- Attend and participate in regular individual supervision, case reviews, and staff meetings. Attend and participate in ongoing professional development workshops and training.

- Represent this area of work in meetings and functions with colleagues, collaborators, community members, funders, and donors.
- Complete other duties as needed to ensure that program participants are provided with trauma-informed, professional services in alignment with the mission of the Stone House and consistent with ethical, legal, organizational, and funder requirements.
- Provide staff with opportunities for professional training and growth.
- Attend weekly Supervisor Meeting to maintain growth and stability for Stone House Programs.
- Facilitate the weekly direct staff meetings in collaboration with the other program supervisors.
- Represent Stone House at community meetings and with outside collaborations to build better relationships within the community.
- Support all staff in daily operations of Stone House programs as needed.

#### **Requirements and Qualifications:**

- Education: College or equivalent experience. Willingness to complete areas of study in areas not brought to the position.
- 4+ years of experience working with housing programs.
- Ability to produce quality work in a consistent manner. Ability to produce the quantity of work necessary to complete deliverables of position.
- Ability to interact with co-workers, clients, and vendors in an articulate, pleasant, courteous, and business-like manner.
- Familiarity with resources in the Boston area.
- Training and/or experience with survivors of domestic violence. Experience working with survivors experiencing mental health and substance use challenges preferred.
- Ability to work under pressure.
- Ability to work independently, as well as part of a team. Adaptability to changing demands.
- Effective problem-solving skills. Excellent communication, organization, and multi-task management skills.
- Ability to work both on and off site.
- Proficiency with computers, including ability to navigate zoom and ETO. (training will be provided)
- Basic skills in Microsoft Office

#### **Internal and External Contacts:**

- This position interacts with Senior leadership, housing staff and other internal and external contacts as needed.

#### **Reporting Structure:**

- This position reports directly to the Chief Program Officer.

#### **Additional Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. Finalists for the position should be prepared to show proof of valid, complete COVID-19 vaccination status.

**Hours:**

Full-time. 40 hours per week. 9a-5p Monday-Friday with Thursday as a remote day. This job will involve both on site, off site and remote work.

**Diversity and a Commitment to a Quality Workplace.**

Stone House is an Affirmative Action and Equal Opportunity Employer. We are committed to fair and impartial treatment in all our relations with employees, as well as applicants for employment, to recruit, upgrade, train, and promote in all job titles without regard to race, color, gender, gender identity or expression, sexual orientation, religion, age, national origin, disability, marital status, protected veteran status, genetic information, or any other legally protected characteristic. In addition, Stone House complies with applicable state and local laws prohibiting discrimination in employment in each jurisdiction in which it maintains facilities. Managers base employment decisions on the principles of Equal Employment Opportunity, including but not limited to decisions concerning recruiting, hiring, upgrading, and downgrading, discharge, training, promotions (in all job titles), compensation, benefits, layoffs, returns from layoffs and social and recreational programs. The intention behind our policy is to provide an equal employment opportunity program that will simultaneously serve the requirements of society, the law, sound business practices, and individual dignity. Through this program, Stone House wishes to ensure that all employees can make their maximum contribution to Stone House and to their own career goals.

**Job Type:** Full-time