

**Position Announcement**  
**Bethany Housing Program Director**  
**Community enCompass**

Community enCompass is a Christian Community Development Organization for the McLaughlin Neighborhood Area, Downtown Muskegon. Our mission is *to empower people and build community in McLaughlin Neighborhood area by sharing God's love, as we walk alongside neighbors, seeking justice and a better quality of life for all through long-term, sustainable changes.*

Community enCompass has a variety of programs that focus on the development and empowerment of the McLaughlin Neighborhood Area, including Sacred Suds Laundry and Shower Facility, Bethany Housing Transitional and Permanent Supportive Housing and Home Ownership, Youth Employment Program (YEP!), McLaughlin Healthy Neighborhood Project (HNP).

**POSITION SUMMARY**

Community enCompass is seeking a highly motivated, dynamic, energetic and creative person to serve as a full-time director of our Bethany Housing Program. The successful candidate will direct and lead the length and breadth of the housing programs at Community enCompass, including the Transitional Housing, Permanent Supportive Housing, and Homeownership Programs. The Director will serve as the face of the Bethany Housing Programs to the community at large. The BHP Director will supervise Community enCompass staff and interns related to the housing program, develop and maintain a budget for the housing programs, write and report on housing related grants, provide case management support for 20 homeless families, and develop partnerships with area churches to develop a mentoring support program.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Be the face of Community enCompass' Bethany Housing Program to the community at-large
  - a. Church Community
  - b. Agency Community: Connection point to other housing organizations, specifically EWP, WMT, CMH.
  - c. Local and State Collaborative Community: Muskegon Continuum of Care; Muskegon Emergency Needs Committee; Muskegon Case Manager's Committee; Permanent Housing Committee; Region 3 MSHDA meetings; MSHDA Work Groups
  - d. Conferences/Summits
2. Oversee daily operations of Bethany Housing Program and Supervise Housing Staff:
  - a. Supervise Housing Navigation Specialist in housing related duties.
  - b. Supervise Property Maintenance Staff in housing related duties.

3. Develop and maintain a budget for Bethany Housing Program using Quickbooks.
4. Coordinate all programs related to housing
  - a. Permanent Supportive Housing
  - b. Transitional Housing: Focus on strategically facilitating BH's changing role within larger shift of MSHDA and funding around Housing First Model.
  - c. Home Ownership: Develop and facilitate Home Ownership possibilities within BH Program.
  - d. Resident Support
    - i. Interview and screen persons interested in becoming a TH or PSH resident. Work with Housing Navigator Specialist to determine good candidates.
    - ii. Provide case management for residents in order to assure progress towards graduation and/or positive outcomes re: goal achievement.
    - iii. Develop criteria for "graduation" from TH and communicate to residents.
    - iv. Make home visits at least once a month to ensure residents are working towards goals and making progress.
    - v. Facilitate connections between community resources and residents, as it pertains to their individual goals/needs.
    - vi. Host regular tenant group gatherings for support and conflict resolution.
  - e. Be knowledgeable about new housing development projects of Community enCompass, including Neighborhood Stabilization Program (ADR) and other housing rehab work.
5. Grant Writing and Reporting
  - a. Emergency Solutions Grant
  - b. FEMA/EFSP Grant:
  - c. Research and write other grants to support housing program.
6. Volunteer/Mentor and Church Relations Coordinator
  - a. Develop a solid mentoring program which connects each resident with a mentor who regularly meets with families for encouragement, friendship, and accountability.
  - b. Recruit, Train, Support, and recruit mentors: Contact mentors regularly, facilitate regular mentor support groups, and meet with mentors individually as needed.
  - c. Coordinate, recruit, direct, and reward Volunteer Groups as needed

### **RECOMMENDED EMPLOYMENT QUALIFICATIONS**

**EDUCATION:** This position requires a Bachelor's degree in Social Work, Community Development, Public Administration, or related field.

### **SKILLS & EXPERIENCE:**

Minimum of 3 years related experience and/or training in housing or case management for homeless or precariously housed families; Strong written, oral, and organizational

skills are required and include external communications such as newsletters, press releases, grant applications, etc; High level of technical ability with strong working knowledge of computer software programs such as desktop publishing, graphic design, Quickbooks, and Microsoft office suite; Experience with facilitating and participating in organizational/community meetings; Experience with non-profit fundraising including corporate membership campaigns, sponsor solicitations, institutional supporters, and individual donors; Experience with MSHDA, Muskegon Continuum of Care, and knowledge of Muskegon area social service agencies.

**Please submit resume, references and salary requirements to:**

**Community enCompass**

**1105 Terrace**

**Muskegon, MI 49442**

Or email to [info@communityencompass.org](mailto:info@communityencompass.org)

**Resumes will be received until Friday, April 30<sup>th</sup> or until the position is filled.**