

# OPEN RECRUITMENT

## **Job Announcement**



**Position Title:** Special Programs Manager  
**Department:** VP of Housing Operations and Client Services

### **SUMMARY:**

Under the direction of the Vice President of Housing Operations and Clients Services, the Special Programs Manager is responsible for the administration of housing assistance programs for homeless families/individuals. Responsibilities include coordinating supportive services and implementing housing programs with various types of funding to assist in housing the homeless. Performs a variety of administrative tasks related to the admission and continued occupancy of participants

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The duties listed below, illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or logical assignment in association with this position. Other duties may be assigned as business need requires.*

- Interacts with participating agencies who refer individuals/families for housing assistance.
- Monitors the usage of program funds and compliance with funding requirements.
- Interacts with managers and property owners who may be willing to participate in housing individuals/families through FWHS Special programs.
- Develops and maintains positive relationships with social service/community agencies which have resources to provide move in assistance, and other necessary assistance; coordinates the delivery of these services.
- Attends and participates in Continuum of Care, Tarrant County Homeless Coalition and appropriate City activities regarding the homeless population.
- Verifies the collection, input and maintenance of a computerized applicant data file, as well as the county Homeless Management Information System (HMIS) data base of homeless.
- Reviews reports from all participating social service/community agencies.
- Reviews relocation and extension requests as needed.
- Supervises the Special Programs staff, learning their positions for coverage during absences.
- Explains programs and eligibility requirements.
- Processes monthly rental payment.
- Reviews and signs contracts.
- Maintains automated record-keeping system and updates records accordingly.
- Oversees the maintenance of applicant and resident files.
- Compiles statistical data for departmental, budget and grant reports.
- Periodically reviews files for quality assurance.
- Monitors and administers agreements with participating agencies.
- Prepares monthly and annual reports on programs and grants.
- Monitors the budget and grant expenditures; prepares for new grant applications.
- Participates in mid-management meetings and interacts with staff from other FWHS areas.

### **EXPERIENCE, EDUCATION**

Bachelor's Degree in Social Work or related field preferred, three (3) years of progressively responsible experience in the area of low-income housing or leased housing, including two (2) years with permanent supportive housing programs for the homeless, or an equivalent combination of experience and education.

- Knowledge of federal, state, and local laws, rules and regulations pertaining to low income housing, permanent supportive housing, and Authority policies and procedures on such housing.
- Knowledge of the principles, practices, and techniques of public housing management. Some knowledge of principles, practices and techniques of budgeting and data processing.
- Comprehensive knowledge of social work and resources available through community agencies.
- Capability to research and develop successful grant proposals for public and private funding sources.
- Ability to monitor and manage multiple programs and budgets funded by public or private agencies.
- Candidate must possess a valid Texas Driver's License and have a clean driving record (fewer than 3 moving violations in the last 3-year period), and must maintain licensure and clean driving record for the duration of employment.

### **EXPLANATION OF HIRING PROCESS**

Thank you for your interest in job opportunities with the Fort Worth Housing Solutions. All [applications](#) for open posted positions must be submitted via email to [asmith@fwhs.org](mailto:asmith@fwhs.org). We encourage you to visit our website often to view and apply for vacant positions with the agency