Housing Manager

Full Time Program Manager Position is available at the Range Mental Health Center for Housing and Homeless Services. Application for employment should be submitted by 6/27/2018 via one of the following options:

> Mail: RMHC, Attn. HR, P.O. Box 1188, Virginia, MN 55792
> Fax: 218-741-3080
> Email: rtardy@rangementalhealth.org

Essential Functions:
1. Oversee and supervise housing department to include Perpich Apartments, outreach services, rental properties, all staff, as well as management and reporting relevant to housing grants and contracts
2. Supervise and coordinate referral and intake process for both housing programs
3. Coordinate and collaborate with other RMHC programs to facilitate housing needs among the people we serve and educate providers of housing services available
4. Schedule and lead housing department team meetings
5. Attend/participate in required or essential meetings; including CoC housing meetings, RMHC staff meetings, Perpich Apartment's meetings and audits, Rule 29 staffings
6. Provide advocacy and liaison services for people between RMHC and other service providers
7. Provide recommendations and information necessary to develop program budget in collaboration with RMHC's accounting department
8. Monitor grant reporting systems to ensure information is being entered in a timely manner; this includes data input into HMIS, Co-Pilot, or other appropriate systems
9. Keep records and write timely and appropriate reports to all program funders
10. Coordinate housing maintenance with RMHC staff or others
11. Coordinate implementation of rehabilitation services provided to homeless population as applicable
12. Manage Federal grants by developing and submitting applications, APR's, and other relevant documentation per the time frames established
13. Monitor amounts of S+C grants and report changes to Finance Department
14. Collect rent from RMHC owned / managed rental properties and send to Finance Department
15. Act as RMHC representative to promote and strive to serve people who are experiencing homelessness and work towards the goal of ending homelessness in the area
16. All other duties as assigned

Perpich Housing Manager
1. Provide oversight to RMHC housing and rental assistance programs in the Perpich Apartments
2. Manage the data entry for Perpich Apartments including HMIS and Co-Pilot systems
3. Promote the Perpich Apartments in the community; clarify, explain, and dispel any concerns

Position Qualifications:
    Education and Experience Required:
1. Bachelor's degree in Human Services, Business Administration, or a related field is preferred.
2. Experience in serving severe and persistent mental illness, homeless, or public housing is preferred

Skills Required:
1. Ability to pass required background checks
2. Philosophical approach consistent with Range Mental Health Center's mission
3. Valid Minnesota driver's license, driving record that meets both RMHC and insurance company requirements, and reliable transportation
4. Strong verbal and written communication skills.
5. Non-judgmental attitude toward persons with disabilities.
6. Good understanding of local and state mental health resources and system.
7. Ability to build and maintain strong working relationships with partnering agencies.
8. Flexible and able to prioritize workload.
9. Good observation, assessment, and crisis management skills.
10. Ability to interact with people in a pleasant manner.
11. Ability to identify, understand, and respond to needs of clients
12. Adequate typing and computer skills

Physical Standards:
1. Ability to lift 25 pounds.
2. Ability to deal with significant daily stress.
3. Ability to climb stairs.
4. Ability to sit and stand for long periods of time
5. Sufficient vision to use a computer monitor
6. Sufficient hearing acuity to accurately record information from a client, whether on the phone or in person.
7. Able to articulate the English language in a manner that is sufficiently clear as to be easily understood.
8. Maintain an acceptable level of cleanliness and physical appearance.

EOE/AA