



We house, feed, and support those in need with compassion and dignity.

### Job Posting

Title: **Associate Director of Housing Case Management**

Reports to: **Director of Housing and Services**

FLSA Status: **Full-time, Exempt**

EEO Code: **2**

#### Overview:

St. Vincent de Paul Louisville is one of the longest serving social charities in Louisville. We are located in the up-and-coming Shelby Park neighborhood. Through our homeless shelters, community kitchen, supportive housing programs, professional case management, clinical services and retail thrift stores, *we house, feed and support those in need with compassion and dignity* on the path toward self-sufficiency.

#### Position Summary:

The **Associate Director of Housing of Case Management** is responsible for ensuring the excellence of SVDP's case management services for the people we serve in Permanent Housing. This position leads up to eight (8) direct reports and is responsible for the successful delivery of services to numerous at-risk individuals and families. Areas of expertise include chronic homelessness, joblessness, mental illness, drug/alcohol addiction and family homelessness.

#### Essential Duties and Responsibilities:

- Assist the Director of Housing and Services with financial oversight and budgetary accountability for the assigned areas of responsibility
- Coordinate training, appropriately evaluate and effectively supervise all direct reports
- Complete quarterly case review, monthly individual supervision, and quarterly group supervision with direct reports
- Assist the Director of Housing and Services in analyzing, proposing, and executing strategies to improve and/or develop program initiatives seeking to maximize the effectiveness of service delivery
- Assist the Director of Housing and Services in preparing, providing oversight, and leading each department through annual monitoring, inspections, and licensing procedures
- Research, develop, and execute new policy and procedure changes to optimize service delivery in all departments in which entrusted
- Understand and effectively communicate policies and procedures
- Maintain compliance with COA standards, HUD regulations and any other applicable laws and regulations
- Participate, through the direction of the Director of Housing and Programs, in the strategic planning process, including the regular assessment of existing services, modification of existing services when necessary and development of new programs expanding the reach of SVDP
- Participate in the identification and development of measurable outcome metrics for SVDP programs and the methodology necessary to effectively track said outcomes
- Participate in Performance Quality Improvement (PQI) for the organization by generating Performance Improvement Plans, assessing, and responding to trends in incident reports, implementing annual plan goals and steps and completing file review
- Oversee HMIS data entry for all SVDP programs ensuring licensed staff members are completing HMIS appropriately and communicating any pertinent information or changes regarding HMIS data entry
- Protect the SVDP brand by representing the agency through positive communication and professionalism
- Establish and maintain the Agency as the premier organization serving those in need
- Other duties as assigned

**Knowledge, Skills, Abilities:**

- Understanding and experience with Fair Housing laws, Housing First, Trauma Informed Care and Harm Reduction
- Extraordinary management skills and knowledge in implementing and managing the Agency's programs
- Initiative-taker; Must be proactive and a problem solver
- Excellent written, verbal communication and presentation skills
- Superior organization, prioritization, and self-motivation skills
- Strong computer literacy skills with the MS Office suite as well as client database applications
- Strategic skills – ability to assess client needs and build/monitor programs to maximize successful outcomes
- Ability to interact effectively as a leader and work collaboratively with other departments
- Ability to create opportunities within the scope of the agency's programs, to strengthen relations with team members and improve performance
- Ability to communicate detailing SVDP mission, programs, and services information effectively and appropriately to interested constituencies including media, volunteer groups, SVDP campus guests and at community engagements such as parishes, churches, and schools
- Strong financial and analytical skills

**Education, Qualifications, Certifications, Trainings, Licenses:**

- Bachelor's degree in Social Services/Human Services or Public Administration or related field
- Five or more years of direct management experience required, preferably in Human Services
- Extensive knowledge of community resources
- Successfully pass required pre-employment background and related screenings
- Valid Driver's License
- Complete Tuberculosis test required once a year
- Commitment to the Mission, Vision and Values of St. Vincent de Paul Louisville

**Reporting to this position:** As many as eight (8) Case Managers

**Benefits/Additional Information:**

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

St. Vincent de Paul Louisville will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background and credit check.

**Apply online:** [www.svdplou.org](http://www.svdplou.org)

**Email cover letter and resume to:** [mtull@svdplou.org](mailto:mtull@svdplou.org)

**Apply in person:**

St. Vincent de Paul Louisville  
1015-C South Preston St  
Louisville, KY 40203

**Mail cover letter and resume to:**

St. Vincent de Paul Louisville  
Attn: HR Director  
PO Box 17126  
Louisville, KY 40217-0126

Cover letters are appreciated.

**St. Vincent de Paul Louisville is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)**