



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

Job Posting

Title: **Associate Director of Permanent Housing**
FLSA Status: **Full-time, Exempt**

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

This **Associate Director of Permanent Housing** is responsible for the administration and management of housing units for all permanent housing programs at St. Vincent de Paul Louisville. Housing Programs include Rapid Rehousing, HUD Permanent Supportive Housing and Section 8 Project Based Vouchers, including Low-Income Housing Tax Credit properties.

Essential Duties and Responsibilities:

- Retain, train, supervise and evaluate 3 or more Housing Specialists
- Ensure that leases, HAPs, HQS inspections, recertification, rent reasonableness comparisons, and other relevant rental paperwork are HUD compliant
- Conduct HQS walk-through inspections to ensure rental units are within grant and Louisville Metro regulations
- Ensure compliance with lead-based paint regulations
- Ensure recertification dates are effectively communicated to clients and case managers and are completed as due
- Ensure tenants' portion of the rent/occupancy fees are calculated appropriately; ensure that utility allowances are calculated and disbursed appropriately; ensure appropriate documentation of tenants' income and assets
- Understand and effectively communicate policies and procedures
- Oversee terminations and evictions as warranted and in compliance with all laws.
- Maintain compliance with COA standards, HUD regulations and any other applicable laws and regulations
- Assist the Director of Housing and Services in preparing for monitoring, audits, inspections, and grants oversight
- Attend coordination meetings and make reports as necessary
- Coordinate and oversee operations including vendor relationships, contractor workmanship, rent collections, to ensure smooth operations of the properties
- Maintain occupancy rates of above 85% for all projects, in collaboration with the Director of Housing and Services and the Director of Maintenance
- Respond to complaints, requests for mediation and requests for grievance hearings in accordance with established policies and procedures
- Work with the Associate Director of Services to successfully resolve complaints, mediations, and grievances
- Coordinate communication with case managers, program managers and supervisors to ensure case management support for clients with housing issues
- Collaborate with the Director of Maintenance to ensure timely turn-over of empty units and the resolution of maintenance requests

- Track participants' rents, notify case managers of delinquencies, inform case managers and participants when subsidy is jeopardized
- Review monthly balance statements for accuracy
- Conduct periodic surveys to determine tenant satisfaction with properties
- Maintain updated list of appropriate rental properties
- 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
- Protect the SVDP brand by representing the agency through positive communication and professionalism
- Other duties as assigned

Knowledge, Skills, Abilities:

- Understanding and experience with Fair Housing laws, Housing First, LIHTC, Trauma Informed Care and Harm Reduction
- Experience in Property Management
- Experience with Low-Income Housing Tax Credit properties preferred
- Experience with Section 8 properties preferred
- Strong analytical and strategic thinking skills
- Ability to work under pressure and meet deadlines
- Strong time management and detail-oriented skills
- Experience with HUD regulations and COA standards
- Good organizational and interpersonal skills
- Proficient computer skills, including Word, Outlook, and Excel
- Experience with Yardi or other housing software preferred
- Familiarity with basic accounting and finance concepts
- Comfortable working with diverse populations

Education, Qualifications, Certifications, Trainings, Licenses:

- High school degree or equivalent
- Bachelor's degree is preferred
- 3-5 years' experience with HUD housing programs
- 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: One (1) Senior Housing Specialist and two (2) Housing Specialists

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

Email cover letter and resume to: 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)