



JOB OPENING PROGRAM DIRECTOR

About Carrfour Supportive Housing:

Carrfour Supportive Housing is a not-for-profit 501(c)(3) organization whose mission is to develop permanent supportive housing and maximize the self-sufficiency of the formerly homeless and those at risk of homelessness in Miami-Dade County, Florida. Established in 1993 by the Homeless Committee of the Greater Miami Chamber of Commerce, Carrfour is unique from other not-for-profit organizations addressing the homelessness issue in that we are *both a housing developer and a service provider*. We measure our success in terms of our residents' successes, and not just the number of supportive housing units we provide. Our goal is to end homelessness in Miami-Dade County.

Duties/Expectations:

- Responsible for day-to-day operations of the supportive services program.
- Hire, train and supervise supportive services staff.
- Responsible for overall quality of services provided to residents. Ensure that each resident has individualized goals/outcomes and that each resident is progressing towards identified goals.
- Identify and schedule activities and trainings for the residents.
- Provide direct clinical services to residents as necessary.
- Establish and maintain relationships with local and state social, educational, health and housing agencies to ensure residents' access to community service programs. Represent organization at meetings, conferences and workshops intended to promote the supportive housing industry and service to the homeless community.
- Responsible for supportive services fundraising and applications.
- Responsible for completing funding applications.
- Ensure compliance with project funding requirements and ensures that report are submitted to funding sources on a timely basis.
- Responsible for collecting, compiling and analyzing data on programmatic outcomes.
- Monitor program budget.
- Reports to Vice President of Resident and Property Services.

Required Experience:

- Masters degree in social work, clinical psychology, or related field required. License required.
- Four years related experience, including two years supervisory or management experience (or equivalent combination of education and experience) required.
- Demonstrated grant writing experience
- Ability to work a flexible schedule and be on-call as needed
- Bilingual (English/Spanish or Creole/English) preferred

To apply, please forward a cover letter and resume by August 11, 2008 to Carlos Laso at claso@carrfour.org.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit for extended period of time at a keyboard or workstation; to exert light physical effort in sedentary to light work; to use hands in order to finger, handle, or feel; to reach with hands and arms; and to talk or to hear. The employee is occasionally required to lift, carry, push and/or pull objects and materials of light weight (up to 10 pounds). The employee is occasionally required to walk, to stand, to stoop, to kneel, and to crouch. Specific vision abilities required by this job include close vision and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is a typical climate controlled office environment and the noise is usually moderate.

Carrfour Supportive Housing is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Carrfour Supportive Housing will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.