



COMMITTEE TO AID ABUSED WOMEN

Job title: Transitional Housing Project Manager
Department: Client Services
FLSA: Exempt
Status: Regular
Reports to: Director of Client Services

Position Summary:

The Transitional Housing (TH) Project Manager will oversee CAAW's transitional housing program. This position is responsible for creating and evaluating transitional housing programming, policies/procedures and TH facility maintenance. The Transitional Housing Project Manager will incorporate best practices from the field of domestic violence service provision and case management.

Essential Functions:

The following statements are intended to describe the general nature and level of work being performed by incumbents assigned to do this job. They are not intended to be an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

1. Utilizing best practices from the field, creates and evaluates CAAW's TH programs. This work supports the successful execution of the strategic plan and CAAW's overall mission.
2. Effectively utilizes case management skills to support CAAW clients.
3. Effectively recruits, retains, motivates and recognizes volunteers in support of the TH program.
4. Ensures client records are maintained in an accurate, compliant and confidential manner.
5. Is responsible for participating in the management of grants and funding in support of the TH program.
6. Envisions and articulates needed funding for TH programs.
7. Performs other duties as appropriate.

Knowledge, Skills and Abilities:

1. Ability to create and articulate a vision for CAAW's TH program based on research and evidence based practices.
2. Knowledge of community, and proven collaborative partner in community initiatives across a spectrum of human services.

3. Excellent interpersonal skills, demonstrated through positive customer service skills, and ability to relate to people of varying ages and backgrounds.
4. Effective conflict resolution skills, particularly relative to working with clients in crisis.
5. Demonstrated problem solving and self-starting skills.
6. Ability to show flexibility in response to change and adapt to and accommodate new methods and procedures.
7. Disciplined and able to maintain confidentiality.
8. Ability to work well with community partners.

Minimum Qualifications:

BA or BS in counseling, social work or human services related field, or equivalent professional experience required.

Physical Requirements:

1. Must be able to remain in a stationary/seated position at least 50% of the time.
2. Ability to move office supplies/materials weighing up to 20 pounds within office environment.
3. Ability to lift, move and/or transport household items, small pieces of furniture and/or repair materials.

Revised June, 2014