

February 2010



JOB ANNOUNCEMENT

Director of Tenant Services

JOB SUMMARY

The Director of Tenant Services (DTS) reports to the Executive Director and is responsible for leading and managing the Tenant Services Department, which is comprised of 36 staff members and four programs. The DTS is primarily responsible for overseeing the strategic planning, development, management and funding of four service programs (Tenant Services, Intensive Case Management Services, the Treatment and Supportive Housing Program and the Shelter Advocate Project). Services are optional within the context of harm reduction and include intensive housing retention services; strength-based case management/service planning; mental health, substance abuse and crisis intervention services; information and referral; and tenant empowerment/social programming for CHP tenants. In addition, the DTS participates in overall organizational planning related to maintaining the integrity of the mission and values of the organization. The DTS works to ensure that agency-wide goals and initiatives are achieved. The DTS represents the organization in a variety of policy settings, at both the local and national level.

AGENCY DESCRIPTION

Community Housing Partnership (CHP) was formed to develop and implement solutions to homelessness in San Francisco. To achieve this mission, Community Housing Partnership develops and operates permanent, affordable housing with on-site social services. Community Housing Partnership currently owns and/or operates ten housing sites and has three projects in development. Community Housing Partnership also engages in community and economic development including three certified job training programs, a community organizing project and a social enterprise. The organization's annual operating budget is approximately \$15 million. Over half of Community Housing Partnership's 200 staff members were once homeless. For more information, visit www.chp-sf.org.

QUALIFICATIONS

The ideal candidate will have 5 years demonstrated experience in supportive housing, clinical or social service provision, (preferred experience with SF services and programs), and 3 years demonstrated experience supervising staff (preferably middle management staff). Demonstrated ability to develop and monitor budgets with multiple programs and sources and the ability to develop and manage government contracts and foundation grants. Must have a commitment to social justice and a desire to work for a grassroots organization with a strong sense of accountability. Experience working with homeless and formerly homeless individuals and families. Knowledge of supportive housing and property management preferred.

COMPENSATION

Community Housing Partnership is offering a competitive salary and an excellent benefits package. Starting salary depends on experience.

APPLICATION PROCESS

Send a resume and cover letter to: Attn: DTS Position

Mail: 280 Turk Street, San Francisco, CA 94102 Email: jobs@chp-sf.org Fax: 415-749-2791

Community Housing Partnership is an Equal Opportunity Employer. Homeless and formerly homeless people, people with disabilities, women and people of color are encouraged to apply. Community Housing Partnership requires a background check for applicants working with at-risk people.