



## **Tenant Services Supervisor Job Announcement**

### **AGENCY DESCRIPTION**

Community Housing Partnership 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 that employs formerly homeless adults. 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](http://www.chp-sf.org).

### **JOB SUMMARY**

Supervised by the Tenant Services Manager, the Tenant Services Supervisor is responsible for management of the day-to-day operations of a Tenant Services office in a supportive housing site. Responsible for all activities related to the delivery of services to tenants at the site including supervision of staff, coordination of on-site social services with an emphasis on case management, service planning, and crisis intervention services. Lead staff member for all property management coordination, housing retention services, and tenant leadership development. All services are provided within the context of harm reduction and a peer based model of care.

### **KNOWLEDGE, SKILLS, ABILITIES**

- One year of supervisory work and/or one year managing programs.
- Four years of experience with the provision of social services, preferably in a supportive housing environment or equivalent experience.
- Ability to provide effective services to a diverse tenant population.
- Administrative and computer skills (MS Word, Excel), reporting, and financial management skills required.
- Familiarity with community resources, service programs, and issues related to TANF.
- Experience in crisis intervention, conflict resolution, and counseling.
- Experience in organizing groups, group facilitation and group development.
- Demonstrated commitment to helping break the cycle of homelessness and poverty and to empower formerly homeless people by involving them in all aspects of the CHP.
- Demonstrated ability to work with formerly homeless individuals and persons struggling with substance (ab)use, and mental health issues, and disability.
- Strong interest in doing social justice advocacy.
- Ability to speak Spanish or another language spoken by CHP tenants a plus.
- Valid phone number required.

### **COMPENSATION**

DOE. CHP provides excellent benefits and training opportunities.

### **APPLICATION PROCESS**

Send resume and cover letter to: [jobs@chp-sf.org](mailto:jobs@chp-sf.org). Or mail to Human Resources, Job Openings, 280 Turk Street, San Francisco, CA 94102. Fax: 415-749-2791

*Community Housing Partnership is an Equal Opportunity Employer. Formerly homeless people, people with disabilities, women and people of color are encouraged to apply. CHP hiring policies require a background check for all applicants working directly with at-risk persons.*