A WOMAN’S PLACE (AWP)
POSITION DESCRIPTION

Title: Re-Housing Manager
Employment Status: Full-time
Status: Exempt

Purpose of Position: The Re-Housing Manager provides program oversite, supervision and direction to Re-Housing staff, volunteers, and interns. The manager is also responsible for providing trauma informed counseling, case management, advocacy, and supportive services to survivors of domestic violence in identifying, obtaining, and sustaining affordable housing.

Reporting Relationships: Reports to the Director of Client Services

Other Relationships: Bucks County Opportunity Council, Bucks County Housing Group, Community Housing providers, landlords, leasing offices and property managers.

Essential Functions/Responsibilities:
1. Lead the Rehousing team by providing trauma informed supervision, training and guidance to all staff, volunteer, and interns.
2. Create, direct, and implement work plans and goals for the Rehousing Programs.
3. Build and maintain positive relationships between public/private housing leaders and AWP.
4. Serve as an AWP representative on community/statewide committees related to housing.
5. Identify opportunities and make recommendations in addressing the gap of affordable housing in Bucks County.
6. Provide services to survivors of domestic violence in alliance with the Values, Vision, and Mission statements of the organization.
7. Assess client’s level of need and assign appropriate program assistance.
8. Assist survivors with goal setting, planning, follow through, tracking progress, and celebrating success.
9. Coach clients to advocate on their own behalf with creditors and other financial institutions, employers, bill collectors, landlords, public and community-based programs.
10. Create and implement curriculum that improve economic self-sufficiency of survivors, including financial education, job searches, interview preparation, assistance with resume preparation and job applications, assistance accessing public benefits, and job placement programs.
11. Advocate for expedited referral processes to enroll survivors in job training and placement programs.
12. Support clients in locating and obtaining affordable housing including advocacy with local landlords.
13. Provide continual case management to work on stable housing and other identified areas of needs and goals. Regularly evaluate progress and adjust goal plans as needed.
14. Document and maintain records relevant to program services.
15. Daily data entry in order to maintain accurate statistical databases.
16. Assist in gathering pantry items for community clients.
17. Prepare monthly program reports for the Director of Client Services
18. Provide on call support in rotation with other members of leadership within the housing team.
19. Collaborating with Director of Client Services and Director of Finance on annual budgets and needed modifications.
20. Provide education and advocacy to CoC members regarding the intersectionality of homelessness and domestic violence.
Education and Experience:
1. Bachelor's Degree in a related field and/or
2. 5 years of related work experience
3. Working understanding of trauma informed modules as well as cultural responsiveness and the importance of diversity, equity, inclusion, and belonging.

License/Certifications:
1. 3/34 clearance
2. Valid Pennsylvania Driver’s License
3. Valid vehicle registration and insurance

Physical Demands/Environmental Conditions:
1. Operation of office equipment
2. Occasional travel
3. Willingness and ability to work varied hours, including nights and weekends as needed.
4. Exposure to cleaning supplies, office chemicals, and insecticides

VISION STATEMENT
A Woman’s Place envisions a society where all individuals are safe in their relationships and can flourish.

MISSION STATEMENT
A Woman’s Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

VALUES STATEMENT
To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman’s Place are rooted in and guided by the following values:

Courage: A Woman’s Place acts bravely and boldly, notwithstanding fear.
Creativity: A Woman’s Place encourages the creation of meaningful new ideas, interpretations, and rules.
Equality: A Woman’s Place believes each and every one of us must collaborate to create a new society based in equal power and rights.
Integrity: A Woman’s Place is of sound moral character and adheres to ethical principles.
Respect: A Woman’s Place is considerate and honors the worth and dignity of all beings and resources.
Social Justice: A Woman’s Place analyzes structural social inequalities in order to promote justice.

INCLUSION STATEMENT
A Woman’s Place recognizes that anyone can experience domestic violence regardless of race, ethnicity, socioeconomic status, gender, sexual orientation, ability, age, etc. Services, programs, and resources provided by AWP are available to people of any background and identity. AWP recognizes that domestic violence occurs in a societal and systemic context. As a community-based social change organization, AWP is committed to:

- Fostering societal change as a primary means of ending domestic violence
- Providing trauma informed, survivor-centered advocacy
- Rejecting attitudes, social norms and policies that reinforce oppression, powerlessness, and victimization