



Program Supervisor- Housing Hudson Valley Community Services

Job Snapshot

Location: Poughkeepsie, NY
Employee Type: Full-Time
Industry: Social Services Not for Profit - Charitable
Healthcare - Health Services
Manages Others: Yes
Job Type: Nonprofit - Social Services Health Care
Travel: Up to 25%
Education: Graduate Degree
Experience: At least 3 year(s)

Contact Information

Contact: HVCS Attn: HR
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Description

Under the supervision of the Assistant Director of Client Services, the Program Supervisor assumes responsibility for the supervision of the Mid Hudson and Lower Hudson Housing Specialists, and the Mid Hudson and Lower Hudson Peer Navigators. This full-time position is based in Poughkeepsie office. Responsibilities include staff management, program development, and contract compliance. Travel to all 7 counties is required and work may involve some evening hours.

- Provide clinical and administrative supervision to 2 (F/T) Housing Specialists and 2 (P/T) Peer Navigators.
- Develop and implement inreach and outreach activities to recruit clients throughout the MH and LH region
- Provide oversight of program development and implementation
- Monitor the intake, assessment, and housing eligibility process to ensure compliance with funding standards.
- Monitor program deliverables and prepare monthly reports
- Review AIRS data entry
- Oversee report preparation, ensure contract compliance and program implementation
- Responsible for quality assurance activities, including maintaining client charts within program standards and ensuring compliance with departmental and program goals and objectives
- Participate in department and agency management meetings, department meetings, and regularly scheduled supervision sessions with the Assistant Director as well as with direct reports
- Work collaboratively with other staff members to facilitate and enhance service delivery to clients.
- Perform other duties as assigned.

Minimum Qualifications:

Master's Degree in Social Work, counseling or related field with some experience in human services and experience in a leadership and/or supervisory position or BSW or equivalent degree with 1-3 years of experience in a leadership and/or supervisory position and 3 years of experience providing direct services in HIV/AIDS and/or housing. *Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").*