



**The Center for Healthy Families** is an innovative not-for-profit organization located in Columbus, Ohio for the purpose of engaging pregnant and parenting teens and their children in opportunities to acquire self-sufficiency capabilities of health and well-being, positive networks, education, and employment through a coordinated network of highly effective community services. For more information see [www.centerforhealthyfamilies.org](http://www.centerforhealthyfamilies.org).

**Job Title: Housing Supervisor**

**Program: Healthy Families Housing Stabilization Program**

**Reports to: Director of Programs**

**Position purpose:** This position is responsible for management and implementation of the Healthy Families Housing Stabilization Program that aims to assist pregnant and parenting women and their families with rental subsidies and housing stabilization services. This position oversees relationships with multiple, diverse partner agencies; provides supervision to Housing Specialist and Community Health Workers; and manages the Healthy Families Housing Stabilization Program.

**Essential Functions:**

- Engages community partners and related staff to achieve the stated goals of the Healthy Families Housing Stabilization Program; collaborates with community partners and related staff to remove barriers to ensure the program is reaching its milestones; convenes and facilitates meetings with partner agencies; monitors for program compliance; identifies and maintains relationships with agencies that assist with linkages, referrals for service and collaboration
- Supervises the day to day activities of the housing staff; develops goals and measures for the program and actively monitors progress; collaborates with community agencies and partners
- Maintains regular communication with and writes reports to grantor and senior management; creates and delivers presentations for multiple audiences
- Develops program tools, policies, and procedures for use by Community Health Workers and related staff
- Other duties as assigned

▪

**Minimum Qualifications:**

Education:

- Bachelor's degree in Social Work or related field
- Experiential knowledge of social service agencies, and/or health care institutions, and/or community organizations
- Some schedule flexibility, defined as infrequent night or weekend hours

Experience

- Three years or more experience directly serving clients or consumers, both conducting an assessment and providing a responsive service either directly or through referrals
- Significant work experience with teens in providing individual and group counseling.
- Experience or knowledge of documentation requirements for Medicaid as well as Federal, State and/or county funding.

**Preferred Qualifications:**

Education:

- Master's degree, preferably in social work or related degree
- MSW, LPC, or MFT

Experience:

- Significant employment, volunteer, or personal experience with teens
- Three years or more of successful grant/project management
- Two years or more of supervisory experience
- Two years or more of experience managing relationships with multiple, diverse partners
- Experience providing direct services to diverse populations
- Strong interpersonal skills; excellent writing, communication and presentation skills and proficiency with Microsoft Suite
- Minimum of 2 years work experience in a position requiring an MSW, LPC or MFT
- Bi-lingual (English and Spanish)

**Compensation:** Negotiable salary with fringe benefits.

Please forward all resumes and cover letters for this position to: Administrative Assistant  
E-mail address: [Admin@centerforhealthyfamilies.org](mailto:Admin@centerforhealthyfamilies.org)