



Kenton Women's Village Manager

Housing Transition Project

Full Time (40 hours/week); Non-exempt

Reports to: Homeless Services Manager

AGENCY OVERVIEW:

Through the principles of Catholic Social Teaching, Catholic Charities of Oregon achieves lasting solutions to poverty and injustice by partnering with clients to meet their economic and educational goals, and to support their physical and social well-being. Catholic Charities is the official domestic relief agency of the Archdiocese of Portland in Oregon.

PROGRAM OVERVIEW:

Catholic Charities collaborated with the City/County Joint Office of Homeless Services, the Village Coalition, the Kenton Neighborhood and several others to establish and operate Kenton Women's Village. KWV has the capacity to serve up to 14 women in the program as they work to transition to permanent housing.

POSITION SUMMARY:

The Kenton Women's Village Manager is a key support position for the program who manages the Village's day-to-day operations and activities. These are done in coordination among Village residents and across the neighborhood and community.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Outreach, screening and selection of the village residents; case management with the goal of permanent housing placement and post-placement housing retention.
- Property management-site and services maintenance.
- Facilitate, as needed, the completion of all required records and documentation for the Village.
- Provide day to day client services to Village participants, including outreach and engagement, case management, housing placement and housing retention.
- Conduct/Complete pod turnover including but not limited to, cleaning any items that are left behind, sweeping, and sanitizing to get ready for the next villager.
- Organize Village General Assembly meetings, Promote leadership and volunteer opportunities to Village participants. Assure consistent enforcement of Village rules and agreements, using the Kenton Women's Village Manual and the Good Neighbor Agreement for guidance.
- Engage Villagers in maintaining the Village. Maintain daily activity logs and schedules; organize the Village weekly community service schedule organize weekly activities and events with the neighborhood and business association and volunteer groups.
- Participate in Kenton Neighborhood Association and other community stakeholder events as needed. Respond promptly and respectfully to neighbor concerns.
- Coordinate with the Catholic Charities' Property Manager regarding on-site logistics, ordering of supplies, monitoring vendors and assessing on site security and maintenance.
- Serve as the point-of-contact and liaison with neighbors, volunteers, the Catholic Charities' Property Manager for on-site logistics and maintenance; with Housing Transitions' Case Managers; with Kenton Neighborhood and Business Association; with the Village Advisory Committee; with the Neighborhood Crime Prevention staff; and other key and regular contacts.
- Foster respectful working relationships with community partners.

- Organize, supervise and coordinate volunteers, volunteer group and donor activities; assure that volunteer and donor activities match Villager-identified needs. Schedule monthly Village tour with Villager participation.
- Transition of the site/shut-down at end of term. Assist in tracking the success and outcomes; present documentation.
- Participate in requests for public speaking engagements and community education opportunities.
- Participate in trainings and meetings as requested by Supervisor.
- Adherence to Catholic Charities policies and procedures.
- Perform other duties and responsibilities as assigned.

QUALIFICATIONS:

- Bachelor's degree in human services or equivalent lived and/or worked experience required.
- 1+ years of directly related experience related to Social Services, or 3+ years of indirectly related experience. (This may include social work, field work, outreach, education, policy practice, advocacy, and/or experience working with under-served / under-represented populations), as defined by the qualifications and requirements of the position.
- Minimum of 2 years of case management, connecting clients to medical, mental health services and benefits assistance, file management and documentation.
- CPR/Basic Life Saving (BLS) Certification required.
- Demonstrated experience (including lived experience) working with women experiencing homelessness, preferred.
- Demonstrated competency working with people from diverse cultures. Ability to assess and treat clients in a culturally competent manner.
- Experience supervising or managing site or facilities logistics; or a combination of experience that offers skills and abilities transferable to be effective with the duties and responsibilities described above, preferred.
- Knowledge, training, and experience with Coordinated Access and conducting the VI-SPDAT screening tool.
- Knowledge and training in Assertive Engagement.
- Ability to coordinate collaborative processes involving team members from multiple organizations.
- Ability to effectively work with standard office programs including Word, Excel, Outlook, Microsoft Teams and PowerPoint.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Commitment to Catholic Charities mission to work in partnership with vulnerable populations to achieve lasting solutions to poverty and injustice.
- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- Excellent written and oral communication skills.
- Willingness to learn new skills and take on new responsibilities.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast-paced work environment.
- Ability to work a flexible schedule, which could include some evenings and weekends.
- Satisfactory results from criminal, civil and/or motor vehicle background check required.
- Ability to lift 40 pounds.

- Some travel to client sites, organizational events, and between work sites in Portland required. Must have a driver's license, access to vehicle and ability to obtain automobile insurance at levels required by agency (100/300/100) Satisfactory results from criminal, civil and/or motor vehicle background check required.

VACCINATION POLICY:

Catholic Charities of Oregon requires all employees to confirm they are fully vaccinated, or in the process of receiving the COVID-19 vaccination. Employees can submit the Oregon Health Authority (OHA) request for exception form for medical or religious accommodation. COVID-19 testing in lieu of being vaccinated or having an approved medical or religious exception is not an option.

COMPENSATION:

Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 13 paid holidays, retirement plan, free parking and more.

TO APPLY: Submit your application, resume and cover letter at <https://catholiccharitiesoregon.applicantpro.com/jobs/>

EQUAL OPPORTUNITY EMPLOYER/VETERANS/DISABLED