



## Job Description

### Associate Director, Adult Residential Services

#### I. Overview:

Category	Information
Job Title	Associate Director
Division	Adult Residential Services Division
Status	Exempt
Hours	45 hours per week
Supervisor/ Reporting	Director, Adult Residential Services
Supervisory Responsibilities	Yes

#### II. Description (brief)

The Associate Director provides effective leadership in day-to-day operations as well as thoughtful learning and planning that ensures the Division continues to develop systems and programs to provide best-in-field services to residents. With the guidance of the Executive Vice President and the Director, Adult Residential Services, the Associate Director oversees planning, research, and implementation of specific initiatives.

#### III. Essential Job Duties & Responsibilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The duties of the position include, but are not limited to, the following:

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No.	Essential Duty or Responsibility
1	Support the Director in overseeing, directing, evaluating, and improving all programs and the day-to-day operations of the Division.
2	Directly oversee the development, implementation, and evaluation of assigned sites and their case management staff. Hire, train, and support assigned staff.
3	Oversee Many Mansions intake and lease-up processes, including continued improvement of systems and coordination with partner agencies and across divisions, supervision of staff assigned to intake, and participation in lease up meetings (all regions).
4	With the support of the Director, supervise the Data Coordinator and oversee all data entry and reporting of all adult service programs, including but not limited to: HMIS, APRs, grant reports, and other required reports. Devise systems to improve and ease data collection and reporting and liaise with the Program Development team to implement and onboard the Division to Salesforce and other data related tools.
5	Facilitate consistent standards for resident care and support by taking the lead on periodical assessment and improvement of Division protocols and documentation manuals. Improve systems of filing and documentation in the various platforms (SharePoint, etc).
6	With the Director, oversee, administer, and implement the Division's financial budget for operations, program, and staff; Track costs, evaluate program budgets, and devise cost-cutting measures, where needed.
7	With the support of the Executive Vice President and Director, lead research and administer the implementation of new initiatives (e.g. CalAIM, Navigation Center).

No.	Essential Duty or Responsibility
8	With the goal of ever improving program, lead research on new opportunities and service delivery models (ex. becoming a service provider in LA County, serving a senior community), as well as service delivery requirements in new expansion areas. Work with Executive Vice President, Program Development staff, and Director on strategic program development and design. Advise and support staff with implementation.
9	Represent Many Mansions at community events, conferences, workshops, and special events. Establish and maintain positive working relationships among public and private groups, organizations, and individuals, especially in the nonprofit, supportive housing, and mental health communities. Represent Many Mansions on committees of the Continuum of Care Board. Prepare periodic reports for Executive staff, the Board of Directors, grantors, donors, regulatory and oversight agencies, and others, and attend the Many Mansions Board Services Committee as a staff liaison.
10	On call and other duties as assigned.

**IV. Qualifications**

Category	Qualification(s)
Communication	<p>Excellent communications skills, including but not limited to, the ability—</p> <ul style="list-style-type: none"> <li>• To speak, write and read English fluently;</li> <li>• To write reports and other correspondence clearly, meaningfully, and persuasively;</li> <li>• To speak, listen, and respond effectively with and among staff, agencies, residents, and others; and</li> <li>• To give presentations and speak effectively before groups and organizations.</li> </ul>
Computer Skills	Proficiency in computer and computer applications, including Microsoft Office programs (Word, Excel, PowerPoint, and Outlook), social media, data management programs, and the County of Ventura’s HMIS program.

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<b>Category</b>	<b>Qualification(s)</b>
Driving	Driving is required for this position. Therefore, the applicant must have the legal ability to drive a motor vehicle in California, proof of a valid California driver's license, and adequate motor vehicle insurance.
Education and/or Experience	<p>Substantial education and/or experience in the supportive affordable housing area, including mental and behavioral health, social services, social work, case management, counseling, etc. This includes, but is not limited to,--</p> <ul style="list-style-type: none"> <li>• Bachelor's degree from a four year college or university in social work, psychology, counseling, or related work (Master's degree preferred);</li> <li>• Five years' experience in mental and behavioral health, social services, social work, case management, and/or counseling; and</li> <li>• Two years in management / supervisory role.</li> </ul> <p>There must be demonstrated knowledge of case management and issues affecting homeless residents with disabilities (mental illness, developmental, etc.)</p>
Leadership Skills	Demonstrated ability to work well with others and provide leadership.
Mathematical & Reasoning Skills	Excellent mathematical and reasoning skills. This includes, but is not limited to, the ability to perform basic mathematical skills, the ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited information exists, the ability to interpret data and/or instructions, and an excellent systems-oriented thinking, including the ability to devise new and improve current systems.
Physical Demands	While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools and/or controls, talk and hear. The employee is occasionally required to stand, walk, and reach using feet, legs, back, arms and hands. The employee must be able to lift and/or move up to 20-40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

Category	Qualification(s)
Work Environment	<p><b>Moderate to high stress work pace.</b> Environment may have frequent interruptions, time constraints, and emotional distress. Noise level is low to moderate. Corporate culture is friendly and goal oriented.</p> <p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.</p>
Other Skills and Abilities:	Ability to work overtime as needed.

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Selection will be based solely on merit and will be without discrimination in our employment practices, including compensation, against any employee or applicant because of race, religion, national origin, ancestry, sex, sexual orientation, gender identification, transgender status, sex stereotypes, age, physical handicap, mental disability, medical condition, marital status, domestic partner status, pregnancy, childbirth and related medical conditions, citizenship, and political affiliation or belief.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions.*

**Certifications**

A copy of this Job Description was given to the staff member.

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor or Human Resources

I received a copy of this Job Description.

Date: \_\_\_\_\_

\_\_\_\_\_  
Staff Member