

Director of Housing & Support Services – Cascade AIDS Project

Description: Cascade AIDS Project (CAP), the oldest and largest provider of HIV prevention, education, housing, advocacy and support services in Oregon and Southwest Washington, seeks a Director of Housing & Support Services to provide oversight and direction for all housing and support services programs serving people who are living with or affected by HIV/AIDS. Full-time and exempt, the Director of Housing & Support Services reports to the Executive Director.

CAP provides supportive housing services to 800 people living with HIV and provides support services to an additional 1,800 people annually, including employment skills, life skills workshops, peer mentorships and services that assist individuals who are newly diagnosed or who need additional assistance to maintain their medical care through our patient navigation programs. Housing and Support Services also offers youth and family programs including a one-week residential camp for kids who are infected or affected by HIV/AIDS. These programs provide the necessary support to assist people living with HIV/AIDS get linked into care and achieve healthier long-term outcomes.

The Director of Housing & Support Services manages a department budget of \$3.5 million that include federal, state, county, city and private grants; directly supervises four managers; and oversees a team of 32 staff including 27 union-represented staff. The ideal candidate will have a Master's degree and at least five years of experience working in a non-profit setting with management experience and a proven track record of success in nonprofit programs.

Cascade AIDS Project was named one of the 100 Best Nonprofits to Work for in Oregon by *Oregon Business* in 2009, 2010, 2011, 2012 and 2013.

MINIMUM QUALIFICATIONS:

The following are Minimum Qualifications which all applicants must meet in order to be considered for this position. It must be evident from your application packet that you meet all minimum qualifications. Those who do not meet minimum qualifications will not be considered for the position.

- Master's Degree in social work, public health, or related field or 5 years relevant professional work experience
- Five years of professional experience in program management demonstrating increasing professional responsibility and growth
- Proven visionary leadership skills with experience and demonstrated success in program design and development

- Prior experience successfully managing five or more federal contracts, including experience with contract negotiation and fiscal management
- Proven ability to forge professional relationships across a multicultural spectrum of organizations and professionals
- Proven successful grant writing and fund raising experience
- Prior experience overseeing or directly supervising a team of 10 or more employees
- Successful experience working with ethnic, racial, sexual and economically diverse populations
- Working knowledge of Housing and Urban Development programs, Continuums of Care, and local Affordable Housing Resources
- Experience working under pressure while maintaining a positive and professional demeanor
- Excellent written and oral communication skills
- Proven ability to recruit and supervise staff of varying cultural backgrounds
- Strong initiative & self-starter with the ability to creatively problem solve
- Demonstrated computer proficiency using Microsoft Office software (Word, Excel, Access, Outlook) and working knowledge of the internet
- Available to work evenings and weekends as required

PREFERRED QUALIFICATIONS:

- Knowledge of and/or experience with Coordinated Care Organizations and Healthcare Reform
- Experience working as management in a unionized environment
- Knowledge of and relationships with local nonprofit organizations which provide services to youth or young adults, people who have experienced homelessness, individuals with chronic mental illness or substance addiction, or people who have past involvement with the criminal justice system
- Knowledge of and relationships with HIV Clinics and AIDS Service Organizations in Oregon and Southwest Washington
- Verbal and written fluency in Spanish
- Prior experience working with Housing Opportunities for Persons With AIDS (HOPWA) and Ryan White funding sources
- Prior experience working with ServicePoint client database or CAREWare client database
- Professional licensure or certification in primary field of expertise

- Experience working with Boards, planning bodies, consortia, etc.

Compensation: \$68,000 - \$78,000 annual salary dependent upon qualifications and experience. Benefits include employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; and generous vacation and health leave benefits.

Closing Date: Position will be open until filled. Resume review August 15, 2014, but CAP will accept resumes until the position is filled.

To apply for this position, mail, email or deliver the following documents:

1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the minimum qualifications specific to the position you are applying for, 2) your resume, and 3) a completed CAP Employment application (available at www.cascadeaids.org/employment) to:

Cascade AIDS Project
Director of Housing & Support Services position
208 SW Fifth Avenue, Suite 800
Portland, Oregon 97204

Or by email to:

jobs@cascadeaids.org

Cascade AIDS Project is an EEO/Affirmative Action Employer