



**POSITION:** Housing Director

**SUPERVISOR:** Chief Executive Officer

**CLASSIFICATION:** Full-time, Salary, Exempt

**LTHC MISSION:** Lafayette Transitional Housing Center, Inc. (DBA LTHC Homeless Services) is a non-profit organization which provides housing, offers supportive services and other opportunities that will support housing stability for people who are experiencing homelessness in our community.

**POSITION SUMMARY:** The Housing Director is responsible for leading LTHC's housing strategy by ensuring guests have a pathway to permanent housing. This position supervises Housing staff and oversees services with Coordinated Entry and placement into Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH) programs. The Housing Director serves as LTHC's lead for the Coordinated Homeless Response Team (CHRT), which supports housing prioritization and processes.

#### **Leadership & Supervision**

- Supervise and coach Housing Coordinators to support effective housing plans, navigation which are all client-centered.
- Provide on-going training to housing staff, including harm reduction, trauma informed care, and more.

#### **Housing Navigation & Placement**

- Oversee Coordinated Entry referrals and prioritization
- Ensure documentation for PSH and RRH is accurate
- Monitor housing pipeline from referral to placement

#### **System Coordination & Partnerships**

- Provide leadership to CHRT and liaison with Lafayette Housing Authority
- Collaborate with housing providers, other community agencies, and landlords.

#### **Housing Retention & Tenant Support**

- Support housing retention and eviction prevention efforts with housing staff
- Mediate tenant and landlord conflicts
- Monitor outcomes related to housing stability

#### **Program Oversight & Compliance**

- Ensure compliance with federal, state, and local requirements, including client eligibility and ongoing documentation for client files
- Oversee PSH and RRH program performance
- Track data within HMIS and provide reports to leadership
- Review and approve financial assistance requests

**Qualifications**

- Associate’s Degree in Social Work or related field; or, a minimum, five years supervision experience in a directly related field
- Knowledge of Homeless Services and Federal Grant funding requirements
- Serve as a passionate and informed advocate for ending homelessness
- Strong organization, planning, prioritization and time management skills
- Strong written and verbal communication skills
- Computer literacy including database programs
- Valid driver’s license and access to transportation with proof of vehicle liability insurance
- Professional and welcoming demeanor in working with guests, partners and co-workers

**PHYSICAL REQUIREMENTS**

To perform the essential functions of this job, the employee is regularly required with or without reasonable accommodation to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, fax machines, copier, telephones and other office equipment. May require lifting up to 50 pounds. Requires normal range of hearing and vision.

**ACKNOWLEDGEMENT**

Acknowledgement of this position description does not constitute a contract of employment. This position can be modified at any time for any reason by the management of LTHC Homeless Services.

Employee Signature: \_\_\_\_\_

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

CEO \_\_\_\_\_

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