

## Job Opportunity at Centre Safe

### Housing Manager

Full-time, exempt position, \$18.00 per hour + excellent benefits

The Housing Manager is part of the Residential Services Team and supervises housing program staff, manages schedules, and oversees the provision of all direct services for Transitional and Rapid Rehousing clients.

Primary responsibilities will include:

- Management of all aspects of housing operations and programs
- Supervise and schedule Housing Counselors and interns
- Assist in the management of housing-related funds
- Assist with the provision of VOCA-funded services, including assistance with filing Compensation Claims (VCAP), criminal justice support/advocacy, crisis counseling, emergency financial assistance, emergency legal advocacy, follow-up counseling, in-person information and referral, case management, hotline, personal advocacy, shelter/safe house, support groups, and telephone contact information and referral
- Implement housing guidelines
- Conduct inspections of housing units and maintain physical aspects and safety/security of housing units

Successful candidate will have:

- Bachelor's degree in Human Development, Counseling, Psychology, or related field with 2 years of experience; or minimum five years of experience in residential services required. Supervisory experience preferred.
- Experience working in a residential program setting preferred.
- Must successfully complete the Centre Safe Counselor/Advocate Training post-employment
- Computer proficiency at a basic level including the ability to conduct website searches, navigate through programs and multiple screens, perform data entry, and use common word processing, email, calendar, and spreadsheet programs (Microsoft Office programs preferred)
- Maintain a valid driver's license and access to reliable vehicle, in order to drive self to other locations throughout Centre County, and ability to transport clients in the company vehicle.
- Ability to interact professionally with diverse groups of individuals

To be considered for employment, please submit resume, cover letter, and three references to:

Centre Safe  
Hiring Committee  
140 W. Nittany Ave.  
State College, PA 16801

or [employment@centresafe.org](mailto:employment@centresafe.org)

Incomplete submissions may not be considered. Review of resumes will begin immediately. Resumes will be accepted until **July 29, 2022**, or until the position is filled.

Centre Safe is an Equal Opportunity Employer and is committed to the development of a diverse workplace.