



BRIDGE OVER TROUBLED WATERS, INC.

For more than 48 years, Bridge Over Troubled Waters has provided a comprehensive continuum of care for runaway, homeless, and high risk youth in Boston, and has been a national model in providing innovative youth services. Our mission is to transform the lives of youth through safe, supportive and encouraging relationships, counseling, housing, and skill-building, to guide them towards self-sufficiency and achieving their goals.

If you are looking for a career in a fast paced setting that is committed to collaborating with *all* youth who come through the door and finding creative solutions to difficult problems, we invite you to apply for one of our open positions.

Job Description: **Rapid Re-Housing Coordinator/Youth Housing Pathways Program**

Job Site: Scattered Site

Reports To: Director of Housing

Exemption Status: Non-Exempt

POSITION SUMMARY

Bridge's Youth Housing Pathways Program (YHPP) is the city of Boston's only rapid re-Housing (RRH) program specifically serving homeless youth and young adults, 18-24 years old. The YHPP is a scattered site housing program, based on a housing first model, which supports homeless youth in gaining stability and permanent housing within the private rental market, while working to ensure long-term stability for each participant.

The RRH Coordinator will be responsible for the overall management and successful operation of the YHPP, ensuring achievement of program goals and objectives and supporting positive outcomes for program participants. The Coordinator will provide management, staff supervision, and field activities, monitor program operations, ensure accurate and consistent data collection and analysis for reporting and documentation, and contribute to program development and enhancement. Principle duties will be performed at Bridge headquarters, and as needed, in the community where program residents reside.

ESSENTIAL RESPONSIBILITIES

This list is not exhaustive and may be supplemented as necessary.

- Ensure that all YHPP activities operate consistently and effectively within the mission and values of the program and Bridge standards.
- Supervise the Bridge YHPP Case Manager(s).
- Advise Case Manager and program participants on developing goals, review client housing, financial, and self-sufficiency plans.

- Manage and monitor financial and case management capacity to ensure full program implementation.
- Manage and monitor activities with YHPP collaborative partner (JRI Health/Housing) to ensure adherence to program standards and expectations.
- Create, maintain, and monitor effective communication channels between RRH partners, including city of Boston Continuum of Care and Department of Neighborhood Development, landlords, tenants, collaborating agencies, and other parties involved in rapid rehousing services in the region.
- Participate in developing and maintaining landlord connections and continuing relationships.
- Maintain all program statistics and records, including accurate entry of data into both Bridge ETO system and Boston HMIS.
- Maintain a case management caseload of no more than 10 RRH residents; provide case management monitoring and back-up for the RRH Case Manager, as needed

Public Relations

- Serve as liaison/advocate between the program and the community including surrounding neighbors to build partnerships

Diversity

- Ensure that all activities, services and programs through Bridge are conducted in a manner that is sensitive to and shows respect for the cultural and ethnic diversity for all Bridge clients

Other

- Participate in scheduled program staff meetings
- Participate in quarterly all staff meeting
- Attend meetings outside of agency as necessary
- Other related tasks as required/requested

QUALIFICATIONS

- Minimum of 5 years' experience in program management, staff supervision, or related position
- Minimum Education Requirements: MSW, MBA, or related degree
- Demonstrated knowledge and understanding of state and local housing benefit systems, tenants' rights and responsibilities, and "housing first" philosophy and strategies
- Record-keeping, data management, and budgeting skills; ability to produce accurate reports
- Demonstrated knowledge of community resources

SUPERVISORY BENEFITS

- Weekly supervision with the Director of Housing

I have read the foregoing job description and I affirm that I understand the duties and requirements of this position.