



HHP (HOMELESS HEALTHCARE PROGRAM) MANAGER

Job Requisition # 21-0029

Location: **Safe Harbor Health Center**

Application Deadline: **Until Filled**

Hours per Week: **40**

Status: **FT (1.0 FTE)**

Benefit Eligible: **Yes**

Essential Duties

The Homeless Healthcare Program (HHP) Manager serves as the overseer of the Projects for Assistance in Transition from Homelessness (PATH) grant as well as program management of the homeless healthcare program at the Community Health Centers of Burlington. This position ensures compliance with grant reporting, fiscal grant management, and supervision functions related to the HHP program. Serves as CHCB's designee with local community stakeholders on matters related to community homelessness, housing, and medical respite.

A. FISCAL AND OPERATIONS MANAGEMENT

1. Gather and report site data in alignment with grant requirements.
2. Monitor and control expenditures within the HHP budget.
3. Prepare program budgets.
4. Coordination of data entry into the Homeless Management Information System as required.
5. Educate CHCB staff as needed on HHP program and requirements.
6. Ensure a safe working environment at all HHP program facilities.
7. Serves as a member of CHCB's Operations Management team.
8. Maintains a strong working relationship with health care providers delivering care to homeless healthcare patients at the Safe Harbor Health Center.
9. Establish and implement goals, objectives, policies, standard operating procedures and systems for the Homeless Healthcare Program.
10. Assure confidentiality under the auspices of HIPAA.
11. Maintain high quality care standards for all HHP patients.

B. PERSONNEL MANAGEMENT

1. Assess staffing levels to ensure the safe delivery of operations and recruits staff as needed
2. Train staff in their respective functions and delegates
3. Coaches and participates in correction action and termination processes as needed per health center procedures.

Basic Qualifications

Education and Experience

- Human Services or Social Work degree required. Master's Degree in Social Work preferred.
- Grants management experience highly desired.
- Prior supervisory experience highly desired.

Knowledge, Skills and Ability

- Excellent problem solving and critical thinking skills that include time management, organizational skills and the ability to prioritize.
- The ability to work independently with specific skills of initiative and assertiveness as needed.
- Strong communication skills including advocacy, active listening, verbal and written abilities.
- Willingness to learn program logistics, reporting expectations and liaise with community partners as needed.
- The ability to motivate and lead people.

To apply for this position, please send a resume and cover letter to: HR@CHCB.org
The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.
Learn More! See our Website at www.chcb.org/careers/positions-available