



Catholic Charities: Housing Transitions Program
Kenton Pod Village Manager

Full-time / Non-Exempt / Limited-Term; Grant-Funded
Reports to: Housing Transitions & Resident Services Program Manager

POSITION SUMMARY:

Catholic Charities is collaborating with the City/County Joint Office of Homeless Services, the Village Coalition, the Kenton Neighborhood and several others to establish and operate a village where 14 homeless women may stay and transition from homelessness to permanent housing. Fourteen sleeping pods have been designed and built, and will be placed on the site, as well as portable bathroom and kitchen facilities.

Catholic Charities is responsible for:

- 1) Outreach, screening and selection of the village residents; case management with the goal of permanent housing placement and post-placement housing retention.
- 2) Management of Village day-to-day operations and activities including coordination among Village residents and across the neighborhood and community.
- 3) Property management-site and services maintenance

The Manager position for the Kenton Pod Village performs duties and responsibilities associated with role #2 outlined above. The Kenton Pod Village Manager is the on-site manager of the village operations and activities. Work hours may vary depending on the day/time of various meetings and/or activities – though generally expected to be during day time work hours. Working conditions are “rustic” and will not be office based.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Facilitate, as needed, the completion of all required records and documentation for the Village.
- Organize Village resident meetings, including a welcoming of residents event, and assure fidelity to model of resident self-governance and leadership development. Assure consistent enforcement of Village rules and agreements, using the Village Manual and resident agreement and the Good Neighbor Agreement for guidance.
- Engage residents in maintaining the Village. Maintain daily activity logs and schedules; organize the Village weekly community service schedule with residents; organize weekly activities and events with the neighborhood and business association and volunteer groups.
- Participate in Kenton Neighborhood Association and other community stakeholder events as needed. Respond promptly and respectfully to neighbor concerns.
- Coordinate with the Catholic Charities’ Property Manager regarding on-site logistics, ordering of supplies, monitoring vendors and assessing on site security and maintenance.
- Serve as the point-of-contact and liaison with neighbors, volunteers, the Catholic Charities’ Property Manager for on-site logistics and maintenance; with Housing Transitions’ Case Managers; with Kenton Neighborhood and Business Association; with the Village Advisory Committee; with the Neighborhood Crime Prevention staff; and other key and regular contacts.
- Organize, supervise and coordinate volunteers, volunteer group and donor activities; assure that volunteer and donor activities match resident-identified needs. Schedule monthly Village tour.
- Transition of the site/shut-down at end of term. Assist in tracking the success and outcomes; present documentation.
- Occasional public speaking duties.
- Participate in trainings and coordination meetings as requested by Program Manager.
- Adherence to Catholic Charities’ policies and procedures.
- Perform other duties as assigned.

QUALIFICATIONS:

- Demonstrated experience (including lived experience) working with women experiencing homelessness; facilitating self-governance communities; and/or supervising or managing site or facilities logistics; or a combination of experience that offers skills and abilities transferable to be effective with the duties and responsibilities described above.
- Highly motivated, creative and independent worker; self-starter; high integrity; excellent interpersonal skills and abilities.
- Excellent communication skills and ability to communicate Village philosophy and operations to myriad of stakeholders.
- Experience providing case management, information and referrals and advocacy.
- Experience with community networking and organizing.
- Possess first aid/CPR certification; or will need to obtain within designated period of time.
- Strong proficiency in all programs of Microsoft Office.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Commitment to Catholic Charities' mission to work in partnership with vulnerable populations to achieve lasting solutions to poverty and injustice.
- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- Excellent written and oral communication skills.
- Willingness to learn new skills and take on new responsibilities.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast paced work environment.
- Ability to work a flexible schedule, which could include some evenings and weekends.
- Ability to support organizational and program specific mission and goals.
- Ability to lift 40 pounds.
- Travel between sites in Portland required. Must have driver's license, access to vehicle and ability to obtain automobile insurance at levels required by agency (100/300/100).
- Satisfactory results from criminal, civil and/or motor vehicle background check required

COMPENSATION: Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

TO APPLY: Please submit your resume and cover letter at:

<https://catholiccharitiesoregon.applicantpro.com/jobs/>

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