

**Catholic Charities**  
Diocese of St. Petersburg, Inc.

**Employment Opportunity Posting**

**Date:** 05/01/2024

**Position Title:** Housing Manager

**Supervisor:** Director of Elderly Housing

**Program:** HUD 202 – Patrician Arms I (Bilingual)

**Location:** Tampa, FL

**Work Schedule:** Monday- Friday 8am-5pm, On Call

**Job Classification:** Full Time Exempt

**Pay Rate:** \$23.08

**Starting Date:** ASAP

**SUMMARY:** Oversees the operation of assigned residential facility to ensure staff provide and/or produce required services for clients. Maintains proper records, reports, charts, grants, funder requirements and other documentation as required by regulation, policy or procedure. Participates in daily operations as required or requested. Provides intake and orientation services for new clients. Participates in the screening and interview process of prospective residents. Responsible for the day to day operations of the residence and provides case management services to all residents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Conducts a holistic assessment of participant’s needs and support systems
- Develops and maintains comprehensive service plans with participants and is compassionate to their needs.
- Meets with assigned staff providing guidance, training, and feedback: initiates disciplinary action when indicated: completes Performance Appraisals: interviews prospective applicants, making recommendations to Director of Homeless and Veterans Services.
- Monitors the medication management process, ensuring proper records is maintained and that any problems are properly reported and/or communicated to proper personnel, i.e. doctor, residential aide.
- Maintains current documentation on participant’s case file including, progress notes, service plans and client needs assessments and grantee reports as required
- Provides overview of ADL skills, medication management, and social skills for Residents.
- Plans and coordinates daily activities, events and outings as scheduled for Residents.
- Reviews and maintains required/updated resident information

- Maintains staff communication log and responds proactively to any needs identified.
- Interviews new residents for admission and provides new resident orientation.
- Provide orientation for new Benedict Haven resident.
- Prepares and maintains staff schedules to ensure adequate staff coverage at all times. Maintain on-going communication - verbal and/or written - with facility staff and other department personnel on matters relating to the safe and effective operation of the facility.
- Reviews residents' charts, as necessary, to ensure compliance with RTF regulations. Medicaid and funder requirements and other documentation requirements: takes appropriate corrective action regarding any deficiencies.
- Attends routine and/or special meetings, conferences, reviews, staffing as scheduled or requested regarding facility or residents.
- Oversees the intake, transfer, and discharge process: ensures proper procedures are followed. Conducts evaluations/assessments of residents: communicates/coordinates with others, as necessary: completes appropriate documentation.
- Completes all required reports and assignments for PQI and accreditation on a timely basis
- Meets work productivity standards as evidenced by documented units of service
- Actively participates in Housing Staff Meetings, Non-Clinical Peer Review Meetings and other agency meetings as required and/or assigned.
- Works cooperatively and professionally with clients, their families, caregivers, service providers as well as fellow employees and supervisors
- Conducts and Attends all resident community meetings
- Attends all scheduled trainings, workshops and meetings as directed by the supervisor.
- Develops a team atmosphere and provides crisis intervention and on call coverage
- Coordinates and Participates in activities for residents
- Promote and market Housing services throughout the parishes and local community
- Recruit, hire, train, evaluate and supervise Housing staff
- Ensures facility is in safe operating condition and that RTF, CFBHN and CARF regulations standards of operation are being followed: takes appropriate and prompt action to correct any unsafe or out of compliance conditions.
- Monitor monthly budget report, place orders for the facility: submits maintenance requests. Seeks and completes grant applications. Performs other routine or special administrative duties as necessary.
- Provides residents with one-on-one and group counseling/Life skills sessions in accordance with policy, practice or procedure.
- Assists, as necessary, with providing guidance/ assistance to residents and staff in tasks relating to skills development, i.e. cooking, cleaning, hygiene, personal affairs management.
- Arranges or provides transportation and appointments for residents, as necessary.
- Assists staff and residents, as necessary, with housekeeping activities.
- Responds quickly to crisis situations by using verbal and or physical intervention techniques appropriate to the level of the situation.
- Will comply with Compliance Plan and standards of conduct and report any non-compliance to the appropriate official.
- Will attend all required trainings included, but not limited to First Aid, CPR and Medication training.
- Must carry a cell phone and be on call for client and staff emergencies.
- Will make a Commitment to serve all people with Respect, Compassion, and Cooperation in the spirit of a unifying God.

- Nothing in this job description restricts management's rights to assigns duties and responsibilities to this job at this time.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. Good interpersonal skills with families, staff and others are essential. Must be sensitive to cultural diversity amongst clients and have ability to work with diverse racial, ethnic and economic groups. Must pass Level II background screening.

**EDUCATION AND EXPERIENCE:** (A Comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

- Education: Bachelor's degree in human services field. Education must be from an accredited school, college, or university.
- Experience: Two to three years in a human services Held with Bachelor's degree
- Some experience working with mentally ill in residential setting preferred.
- Knowledge: Knowledge of mental illness, counseling techniques, behavior modification, medications, rehabilitation and treatment, substance abuse issues, staff supervision preferred.
- Skills and Abilities: Good skills and demonstrated abilities in communication - verbal and written, interpersonal relations, teaching/instructing, counseling, coaching, training, basic math and language, record keeping, evaluating, organizing work - own and others, planning, crisis intervention, supervision and such others that are usually and customarily considered necessary for satisfactory completion of essential duties.
- Performance Standards: Must comply with all work related rules and standards including, but not limited to attendance. Must not present a direct threat to the safety or health of self or others.
- Working Conditions: Primarily indoor work with some exposure to outdoors when transporting accompanying clients to activities/events. Exposure to a potential physical hazard may occur when dealing with difficult clients.
- Machines/Materials: May include, but may not necessarily be limited to standard household appliances, household cleaning materials, standard office supplies and equipment, telephone, automobile/van. food preparation equipment/ materials
- Safety Equipment: May include, but may not necessarily be limited to use of vehicle seat belts, protective gloves/apron, weight (lifting) belt. Special or unusual circumstances may require use of emergency safety equipment including, but not necessarily limited to fire extinguisher, first aid equipment/materials, etc.
- Special Requirements: Valid Florida driver's license, insurance and own transportation required.
- Compassionate
- Good verbal/written communication, interpersonal, management skills.
- Valid Florida Driver's License

**OTHER SKILLS, KNOWLEDGE AND ABILITIES:**

- Able to speak, write and understand English
- Ability to adjust schedule to meet client and agency needs in terms of evening and weekend services, as required
- Ability to work under deadlines
- Ability to multi-task

- Ability to generate and maintain comprehensive reports and documentation
- Demonstrate a commitment to serve all people with respect and compassion.
- Ability to work collaboratively with other personnel and/or service providers or professionals
- The capacity to maintain a helping role and to intervene appropriately to meet service goals
- The ability to set appropriate limits
- Ability to work as a team member
- Excellent communication and listening skills
- Knowledge of local community resources
- Strong computer skills
- Possesses strong work ethics
- Has a valid Florida driver's license
- Ability to drive van or automobile
- Pass Level II background screening
- Respects diversity of all clients staff and volunteers
- Respects the Mission and Values of Catholic Charities, Diocese of St. Petersburg, Inc.

**PHYSICAL DEMANDS:**

Working in an office/site requires prolonged sitting at the computer workstation; standing, bending, reaching, and some driving. Lifting up to 40 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, telephones, and other office equipment. It is also required to regularly sit, speak, and listen, the employee is also required to walk, use hand and fingers to type, operate equipment, and maintain records and notes. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to drive van or automobile.

To be considered for employment please apply to [cmartinez@ccdosp.org](mailto:cmartinez@ccdosp.org)

*It is the policy of Catholic Charities to make every effort to fill position vacancies from within our organization. The Agency may also conduct simultaneous searches for job candidates outside of Catholic Charities while the vacant position is posted in order to find the most qualified candidate for the position. Catholic Charities is an Equal Opportunity Employer that values the strength diversity brings to the workplace. EEO/AA/ADA Employer.*

*Catholic Charities participates in the US E-Verify program.*