



**POSITION TITLE:** Prevention Program Manager

**POSITION TYPE:** Full time, exempt.

**SALARY:** \$\$57,294-\$59,000 DOQ

**BENEFITS:** Full benefits package including: medical, dental, vision, holidays (90 hours per fiscal year, days chosen by employee), vacation (2 weeks per year- accrued per hour worked), and sick (12 days/year- accrued per hour worked) leave.

**HOURS:** Full time 35 hours per week, Monday-Thursday 9:00AM-5:00PM, Friday 9:00-2:00PM.

**REPORTS TO:** Deputy Director

**LOCATION:** This position is based out of our West Olympia location

**About Us:** Family Support Center of South Sound is a nonprofit 501c3 multi-service agency located in Olympia, Washington, founded in 1992 to provide families and survivors of domestic violence, sexual assault, stalking, and human trafficking with coordinated supportive services in one centralized location with the mission, “*Working Together to Strengthen All Families and Survivors*”. The Family Support Center seeks to build strong, healthy, safe, and hopeful families through collaborative programs and services, with the goal to reduce the impacts of family and child poverty, homelessness, and family violence in the South Sound community.

**Position Summary:** The Prevention Program Manager will oversee all homeless prevention financial assistance and services for families with children and survivors of domestic violence. The manager will supervise a team of Family Resource Navigators working with households who are imminently homeless in creatively identifying ways to regain housing stability, and will work collaboratively to leverage any internal and external financial resources to do so. This position is responsible for the approval of all requests for prevention assistance (approx. \$500,000/year), ensuring all program requirements are met, budgets are managed accordingly, contracts are completed if necessary, and pledges are processed for payment. The program manager will work closely with direct service staff to ensure client needs for additional rental assistance are met, and will work to ensure all funds are allocated appropriately and are spent down by the contract end date.

**Preferred Skills & Experience:**

- Experience: 5+ years’ experience (minimum 2 years) working in human services/ homeless services, and/or similar field. At least 2 years of program management experience.
- Education/Training: Bachelor’s degree or equivalent experience in a social service or related field.
- Technology: Proficient in computer use, including Microsoft Windows programs, and electronic data base systems such as Apricot/ Efforts to Outcomes, and/or HMIS.
- Proficient in the use of excel. Understanding and ability to utilize formulas to create and track budgets.
- Knowledge of rapid re-housing, housing first, harm reduction, and coordinated entry.
- Understanding of various rental assistance programs such as HUD, Consolidated Homeless Grant, and Emergency Solutions Grant.
- Detailed oriented, experience in managing complex budgets.

**Licenses & Other Requirements:**

- Must pass comprehensive background check
- Washington State Driver’s License
- Fully insurable driving record

**Duties and Responsibilities:**

- Manage all budgets for prevention assistance contracts held by FSC. This may include HB 1277 and Consolidated Homeless Grant (CHG).

- Review client files to ensure all required documents are completed in accordance with grant requirements, including but not limited to income records, housing goal plan, housing verification, targeted prevention screening tool, etc.
- Review and approve requests for prevention assistance for households. Ensure expenses are tracked on appropriate spreadsheet and pledges are submitted and coded correctly.
- Project the spending of contracts to ensure all funds are spent by contract period end.
- Balance budgets and billings monthly to ensure all expenses pledged match QuickBooks; address any issues with bookkeeper and/or FRS Navigator accordingly.
- Ensure administrative plans are current and up to date with funding requirements.
- Review requests for payments for other direct client fund requests that support with client's housing stability, which may include 2163 HBN and direct client funds.
- Provide 1:1 supervision to Family Resource Navigator staff weekly. Respond to needs of staff.
- Support staff in professional development and meeting individual goals.
- Support in training and onboarding of new direct service staff working under prevention assistance programs to ensure they have a full understanding of the program's requirements, eligibility, and process.
- Support other program management staff as needed, which may include supervision coverage, working onsite at family shelter location as needed, etc.
- Verify HMIS enrollment for households served on the program.
- Attend community meetings as a FSC representative, such as Homeless Housing Hub, Housing Action Team, Coordinated Entry Committee, Thurston Thrives meetings, etc.
- Maintain knowledge of and understanding of housing first, coordinated entry, and other best practice modes of service delivery to ensure FSCSS is offering evidence based, best practice services to families.
- Prepare and submit monthly, quarterly, and annual reports as required by funders.
- Participate in agency's on-call rotation to provide backup support to volunteers in evenings; approximately 3-4 weeks per year.
- Other duties as assigned

Individuals interested in applying should submit resume, cover letter, and three professional references via email to Hiring Department at [hiring@fscss.org](mailto: hiring@fscss.org) or by mail to 3545 7<sup>th</sup> Ave SW Suite 200, Olympia, WA 98502. No phone calls please. Position open until filled.

*Family Support Center is an equal opportunity employer and service provider. Family Support Center shall not discriminate against any person on the basis of any legally protected status including, but not limited to: age, citizenship, color, disability, health condition, ethnicity, marital status, national origin, religion, sex, or sexual orientation.*