



Job Title: WEHC Executive Director
Program: WEHC Campus
Reports To: Chief Executive Officer
Hours: 9:00am – 5:00pm

Exempt Non-Exempt

Summary:

The WEHC Executive Director shall ensure the provision of a secure emergency housing center, while overseeing the implementation of Heading Home programs, policies and procedures. These include acting as liaison to other agencies; advocating, when necessary, on behalf of residents, and oversight of on-site resource centers, among other programs and practices.

Essential Duties & Responsibilities:

The duties of the WEHC Executive Director include the following. Other duties may be assigned.

- Overall reports to Chief Executive Officer (CEO).
- Oversight of special projects as needed.
- Maintain optimal organizational structure and work environment, consistent with Heading Home's mission statement.
- Ensure the safety and confidentiality of each resident of Westside Emergency Housing Center (WEHC).
- Meet regularly with direct staff to discuss issues, concerns and achievements.
- Responsible for overall performance, compliance and improvements of programs and systems at WEHC facility.
- Responsible for staff performance, evaluation and training at WEHC facility.
- Manage the development and implementation of administrative standards and procedures related to personnel.
- Responsible for fiscal management of relevant capital budgets pertaining to the WEHC.
- With guidance from the CEO, sets the tone, direction and development of programs and departments within WEHC.
- Maintain supervisory direction over Shelter Directors.

Executive Duties & Responsibilities:

- With the Financial Controller, processing all invoices, check requests and payment disbursements and payroll pertaining to WEHC programs and facility.
- With HR, facilitate resolution for staff conflict where necessary.
- Maintain communication between organization locations by attendance meetings at the AOC, WEHC and at the Annex location as needed.
- Authorize, coordinate and monitor all direct staff PTO request.
- Serve as partner or surrogate to the CEO for such meetings as the CEO deems necessary.

WEHC Responsibilities:

- Oversee and participate in the recruitment, interviewing, hiring, training and termination of WEHC staff.
- Daily, monthly, quarterly, and annual program reporting.
- Maintain supervisory direction over WEHC direct staff.
- Work directly with WEHC staff on strategies that fall within the structure of the shelter program.
- Makes agency-to-agency connections, when needed, to facilitate smooth coordination of WEHC strategies.
- Coordinates necessary and related data collection, storage and reporting.
- Oversee all WEHC census data reporting directly to the CoA.
- Coordinates necessary and related data collection, storage and reporting for WEHC.
- Attend and represent Heading Home at city meetings pertaining to WEHC.

The responsibility of all Heading Home employees includes the following:

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home Policies.
- Attend all staff and organizational meetings as required.
- Observe and practice safe work habits and practices in compliance with regulations, statutes and organizational policies.
- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook.

Other Duties & Responsibilities:

- Participate in agency strategic planning.
- Participate in fundraising events and community forums.

- Participate in community activities to develop opportunities to promote agency goals.
- Assist in the implementation of policies with committees that define scope of services to be rendered within programmatic areas.
- Operating supplies inventory control.

Administration

- Fulfill data collection and documentation as required to comply with outside oversight agencies.

Program Assessment

- Under the direction of the CEO, contributes to the ongoing audit, assessment and refinement of the WEHC.

Board of Directors

- Assist in preparing and submitting annual report to Board, which is a summary of services of provided and is directed at forwarding organizational goals and objectives.
- Participate in Standing Committees to develop procedures for program functions.

Qualifications:

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's Degree in Social Work, Social Services, Planning, Business or related field, or related experience. Three years' experience in management and administration a must. A minimum of two years' experience in managing social services and/or programs that serve homeless or other low-income persons and/or families. Experience in the provision of direct services to persons who are homeless. Working knowledge of homeless programs and other service providers in Albuquerque, NM, as well as a familiarity with community-wide efforts to address issues of homelessness.

Skills

- Knowledge of Microsoft Word, Excel, Power Point, and Outlook.
- Knowledge of community projects.
- Knowledge of Human Resources principles.

- Ability to communicate effectively both orally and in writing.
- Ability to meet deadlines.
- Ability to compose effective and accurate correspondence.
- Bilingual, preferred.

Other Requirements

- Valid New Mexico driver's license and reliable transportation.
- Must be willing to participate in workshops and training sessions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature _____ Date: _____
WEHC Executive Director

Signature _____ Date: _____
Chief Executive Officer