
AGING AND DISABILITY SERVICES PROGRAM MANAGER

Salary Range: \$4,669-\$5,894 per month, with an expected starting salary of \$60,000 per year plus benefits

Closing Date: Open Until Filled—Anticipated start date of July 9, 2018

Looking for a great place to work where you can really make a difference in the lives of others? Look no further, the Everett Housing Authority is the place for you. We have a great opportunity for a qualified person to become an Aging and Disability Services Program Manager.

This is a full-time exempt position managing the service coordination and social services program for older adults and other adults with disabilities, including development, implementation and oversight of program strategies and services; supervision of staff; preparation and submission of reports; and coordination with other EHA departments and outside agencies.

If you're looking for a great benefits package we have that as well!

- Accrue up to 22 vacation days in first year of employment;
- 13 paid sick leave days;
- 11 paid scheduled Holidays plus 1 addition floating holiday per year;
- Medical Insurance;
- Dental Insurance;
- Life Insurance;
- Long Term Disability Insurance;
- State Retirement Fund;
- Flexible work schedule,
- Employee Assistance Program;
- Wellness Program;
- Tuition reimbursement.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Bachelor's degree (Masters preferred) in Social Work, Human Services, Public Administration, or related field;

PLUS

Three (3) years direct experience in social services for older adults and other adults with disabilities, with program management and supervisory experience.

OR

Six (6) years direct work experience in social services for older adults and other adults with disabilities

PLUS

Four (4) years program management with supervisory experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Project management and meeting deadlines;
- Governmental systems, best practices, legislation, and regulations pertaining to the field of social services and service coordination for older adults and other adults with disabilities;
- Design of service coordination programs that support older adults and other adults with disabilities, including service coordination programs that support adults to overcome crises that may threaten their housing;
- Data collection and report writing;
- Excellent interpersonal skills;
- Excellent researching skills to support needs and data requests;
- Professional business writing skills;
- Supervisory skills;
- Excellent listening and verbal communication skills;
- Multi-cultural strengths and challenges;
- Computer use including MS Office programs and databases for tracking client outcomes.
- Work independently in a non-structured setting with minimal supervision;
- Develop, control and monitor budgets;
- Train, supervise, evaluate and discipline employees;
- Speak and understand English and follow oral and written directions;
- Work cooperatively with others to achieve goals;
- Read and understand rules and requirements;
- Work with diverse individuals and groups;
- Participate in programming as needed;
- Present oral reports;
- Perform basic math skills including addition, subtraction, multiplication, division, fractions and percentages;
- Develop letters, memoranda, and reports, using grammatically correct English.

LICENSES AND OTHER REQUIREMENTS

- Must possess valid Washington State Driver's license or ability to obtain one within 60 days and good driving record;
- Fair Housing Certification or ability to obtain one within six (6) months.

SELECTION PROCESS

The top candidates will be invited to participate in a selection process which may consist of a combination of testing and interview.

[PLEASE CLICK HERE FOR A FULL JOB DESCRIPTION AND TO APPLY](#)

Candidates shall not have a felony criminal conviction; successful candidates will be subject to a criminal background check and drug test.

The Everett Housing Authority is an Equal Opportunity Employer