



PARTNERS IN CARE

Oahu's Continuum of Care

Our mission is to eliminate homelessness through open and inclusive participation and the coordination of integrated responses.

JOB DESCRIPTION

Position: Director, Partners In Care
Reports To: Aloha United Way – Chief Operating Officer (Administrative Supervision) Partners In Care – Executive Committee (Program Supervision)
Type: Full time
FLSA Status: Full-time, exempt
EEO Job Code: 1.1 – Executive/Senior Level Officials and Managers
Location: Partners In Care, 200 N. Vineyard Blvd., Suite 210, Honolulu, HI 96817

PRIMARY PURPOSE: Provide for the administrative and programmatic operations of Oahu's Continuum of Care, Partners In Care (PIC) in consult with the PIC Executive Committee to further the strategic and community strategies and objectives of PIC in accordance with the Department of Housing and Urban Development (HUD) policies and the PIC governance charter.

ESSENTIAL DUTIES/FUNCTIONS:

- Develop and manage relationships with developers, funders, service providers, government agencies, policy makers, advocates, and other community stakeholders to accomplish PIC's goals and mission.
- Develop and implement a collaborative and healthy organizational culture within PIC and amongst PIC stakeholders.
- Ensures compliance with all federal, state, and contractual laws, rules and regulations including those relevant to confidentiality.
- Work with PIC Executive Committee in development and implementation of operating policies and procedures.
- Design and carry out the collaborative process for the CoC consolidated application to HUD.
- Work collaboratively with the City & County of Honolulu and State of Hawaii to understand and influence local policy direction.
- Actively engage in the City & County and State consolidated planning processes around homelessness.
- Actively participate in organizing and implementing the annual Point In Time Count.
- Assist with monitoring recipients and sub-recipients and enforcing compliance with program requirements, including recipients of planning funds.
- Other HUD compliance activities as required.
- Develop and implement plans to improve Oahu's Continuum of Care (CoC) in consult with the PIC Executive Committee and PIC General Membership.
- Recruits, selects, hires, trains, supervises, and evaluates employed staff, delegating to them appropriate responsibility and authority (as applicable).
- Promotes PIC-approved homeless initiatives that are aligned with national priorities
- Sustains financial operations of the organization by developing new sources of revenues; managing existing sources of revenue and expenses; and providing fiscal trend analyses to PIC Executive Committee. Prepares annual budget and assumes final responsibility for proper accounting and fulfillment requirements related to tax status and



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employee benefits.

- Recommends strategic priorities and best practices in homeless programs and services
- Provides bi-annual written status reports to PIC membership. Report shall include updates on strategic priorities, operations, mission driven initiatives, and recommendations.
- Engages in public speaking and advocacy opportunities on behalf of the organization and mission.
- Coordinates internal and external publications to promote the organization and its mission.
- Uses social media for portrayal of PIC mission and work on a consistent basis.

OTHER DUTIES/FUNCTIONS:

- Performs other duties as required by the position and the PIC Executive Committee.

Note: PIC reserves the right to assign additional duties and to add, delete or modify any essential or marginal job functions.

WORKING CONDITIONS: Indoors in air-conditioned office. With need for travel to off-site meetings and community events.

TRAVELING REQUIREMENTS: Job requires position to travel to various program sites, company offices, and other locations for business meetings, etc. as required by the job.

WORKING HOURS: Monday-Friday 8:00 a.m. to 4:30 p.m. with additional hours required on an as-needed basis.

EQUIPMENT USE: Frequent use of computers, printers, and other standard office equipment. Frequent use of an automated telephone system with phone messaging. Occasional use of copy machine, FAX machine, file cabinets and hand truck.

MENTAL AND PHYSICAL DEMANDS:

1. Duties require the use of considerable initiative, judgment, and problem solving.
2. Interpreting policies and procedures.
3. Work under minimal supervision.
4. Requires working under deadlines and pressure.
5. Requires dealing with difficult people or situations involving complex issues.
6. Establishes and maintains cooperative and productive work relationships.
7. Requires sitting for an extended period of time.
8. Requires traveling to various business locations as required by the job.
9. May be required to lift up to 25 pounds on occasion.

COMMUNICATION DEMANDS: Requires communicating effectively both orally and in writing in the English language; speaking before small and large groups; giving instructions or directions to other; and seeking information from a variety of sources.

MINIMUM QUALIFICATIONS:



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1. Bachelor's degree from a 4-year accredited institution with a focus in social work, business administration, public health, human services, or a related field.
2. Three (3) years of progressively higher administrative and leadership responsibility in a health or human services work environment.
3. Experience with preparing and implementation of budgets at the program level.
4. Experience with writing and submission of grant and/or government contract proposals.
5. Ability to negotiate and collaborate effectively with various stakeholders in both public and private sectors, including the ability to apply a variety of concepts and strategies to cross-sector problem-solving efforts.
6. Knowledgeable about available community resources.
7. Strong oral and written communication skills with a diverse audience.
8. Experience with easily interacting and working with stakeholders in all parts of the community.
9. Clear pre-employment reference checks, clear driver's abstract, access to properly insured vehicle.
10. Intermediate working knowledge of Microsoft Word, Excel and all other Microsoft Office suite products.
11. Ability to work independently as well as a part of a team, including the direct work and coordination with the PIC Executive Committee and the PIC General Membership.
12. Comfortable interacting with individuals from a variety of socio-economic, ethnic, cultural, and other demographic backgrounds.

PREFERRED QUALIFICATIONS:

1. Graduate degree from an accredited institution with a focus in social work, business administration, public health, human services, or a related field.
2. Two (2) or more years of experience in a direct-service or leadership capacity for a health or human services organization that focused on direct service and/or advocacy for low-income or homeless communities.
3. Knowledge of available/potential funding sources for PIC activities.
4. Working knowledge of barriers to housing and self-sufficiency challenges for individuals and families experiencing poverty and homelessness.
5. Working knowledge of and experience with the Homeless Management Information System (HMIS).