

**GREATER PITTSBURGH YMCA  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>Director of Bridge Housing</b>	<b>BRANCH:</b>	<b>Allegheny</b>
<b>INCUMBENT:</b>		<b>DEPARTMENT:</b>	<b>86</b>
<b>EXEMPT OR NON EXEMPT</b>	<b>Full Time</b>	<b>DIRECT SUPERVISOR:</b>	<b>Executive Director</b>
<b>DATE EFFECTIVE:</b>			
		<b># PEOPLE SUPERVISE:</b>	<b>0</b>
		<b>LEADER LEVEL:</b>	<b>Team Leader</b>
		<b>HR APPROVAL:</b>	

**GENERAL FUNCTION:** Under the direction and supervision of the Executive Director, it is the responsibility of the Coordinator of Housing to be an integral part of the staff team. The incumbent will be responsible and accountable for financial management of the Branch Bridge Housing Resident Program. This Director is responsible for maintaining a positive image of YMCA Housing programs. The Director of Bridge Housing needs to be a team player and take an active role in Branch related activities as designated by the Executive Director.

\$38,000 - \$45,000

**REQUIRED CORE COMPETENCIES FOR ALL POSITIONS**

- **Resource Developer** – Tell the YMCA story in a compelling way that influences others to donate both time and resources to support the YMCA mission and strategy. Staff must be able to articulate how the YMCA is a charitable organization.
- **Property/Facility Management** – Works with YMCA Property Director and performs job in a safe and efficient manner while being environmentally conscience.
- **Operational Impact** –Continually seeks to better understand job demands to assist in priority setting and planning i.e., participate in Association initiatives, as needed.

**Core competencies critical to position**

- **Communication Skills**
- **Member, Community & Movement Driven**
- **Relationship & Team Builder**
- **Develops People**
- **Commitment to Inclusion**

- **Financial Acumen**

**ESSENTIAL DUTIES:**

1. First line contact with Bridge Housing Residents for all items in #3
2. Primary contact with County DHS in all Bridge related issues
3. Responsible for financial accountability and collection of all rent payments on a weekly/monthly basis.
4. Accurately maintain Bridge Housing records in HMIS and reporting related to resident registration, move-in/move-out.
5. Conducts all intake interviews.
6. Conduct monthly one-on-one meetings with all Bridge Housing residents for the purpose of developing goals and monitoring goal progress.
7. Follow-through on all Bridge resident related incident reports.
8. Conduct regular room inspections and takes appropriate action as needed.
9. Handle evictions as needed.
10. Enforce no smoking, no alcohol and no drug policy among residents.
11. Seeks out opportunities for enhancement of life within the facility.
12. Maintains records essential for control and evaluation, and reports information to the Executive Director and appropriate committees.
13. Demonstrate the “Character Counts” values of Caring, Honest, Respect and Responsibility in all dealings with residents, members, guests, volunteers and fellow staff members.
14. Represents the Branch and maintains relationship with County of Allegheny as it relates to Bridge Housing.
15. Participates in staff meetings and/or related meetings.
16. All other duties assigned by executive Director

**JOB SPECIFICATIONS:**

- Excellent written and verbal communication skills
- Proficient in use of the County HMIS data base system (60 days to learn)
- Excellent organizational and project management skills
- Extensive fiscal management and entrepreneurial ideas.
- Experience and proven skills in understanding complex problem-solving.

**Education / Experience Required:**

The Director of Bridge Housing *must* hold a Bachelor’s degree in a related field and have a minimum of 2 years of prior experience.

<https://www.pittsburghymca.org/>