



JOB DESCRIPTION

JOB TITLE: Director of Beyond GUM

PROGRAM / DEPARTMENT: Beyond GUM

REPORTS TO (Title): Director of Programs

FLSA STATUS (Exempt or Non-Exempt): Exempt

SUPERVISORY RESPONSIBILITY: Beyond GUM Case Managers

POSITION SUMMARY: Oversee all aspects of the development and operation of the Beyond GUM program, including review and revision of policies, supervision of staff and case management, admission and dismissal from program, oversight and management of program budget

ESSENTIAL FUNCTIONS:

- Oversee and coordinate the day to day operation of the Beyond GUM program
- Supervise and support case managers
- Oversee and manage the Beyond GUM budget
- Oversee the input of data into HMIS of Beyond GUM clients
- Complete grant reports as needed, including the HUD Annual Performance Report (APR)
- Knowledge of Housing First, Rapid Rehousing and other housing strategies
- Knowledge of best practices, principles and theories of case management

OTHER FUNCTIONS

- Coordinate GUM's efforts to end homelessness with the Guilford County Continuum of Care (CoC)
- Represent GUM at CoC and other community meetings
- Other duties as the Executive Director or the Director of Programs may deem necessary.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EQUIPMENT USED

- Computer, fax machine, copier, printer, telephone

WORKING CONDITIONS

- Office environment

PHYSICAL AND MENTAL REQUIREMENTS:

- Speaking, standing, sitting, walking, driving, writing, keyboarding, organizing, problem solving, planning, interpreting data, making decisions, supervising others
- Must be available to work a flexible schedule, including some nights and weekends

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Master of Social Work preferred
- Minimum 3 years' experience in human services

- Minimum 2 years supervisory experience

KEY COMPETENCIES:

- Strong skills in organization and attention to detail, leadership and decision making skills, ability to work with a broad spectrum of people, good customer service skills, knowledge of community resources
- Computer skills in word processing and spreadsheets
- Strong skill in program budget management
- Excellent communications skills

LICENSES AND KNOWLEDGE REQUIREMENTS

Submit cover letter and resume to Mark Sumerford, Director of Programs, at sumerford@gumistry.org.