

SPECIAL NEEDS PROGRAM MANAGER : JOB DESCRIPTION

ORGANIZATION:	Tualatin Valley Housing Partners
ORGANIZATION MISSION:	Our mission is to help families gain self-sufficiency by providing affordable housing, skill development and family support services.
POSITION:	Special Needs Program Manager
LOCATION:	6160 SW Main Ave. Beaverton Oregon 97008

SUMMARY OF POSITION:

The Special Needs Program Manager will work in partnership with Tualatin Valley Housing Partner's Resident Services and Property Management Team to identify organizations and community partners to develop programs that improve opportunities for adults with special needs.

ESSENTIAL RESPONSIBILITIES:

1. Work with developmentally disabled adults, chronically mentally ill, and homeless families, living in TVHP housing to support their success in long term independent living.
2. Work with FFIL, ASAP, Washington County DD Council, Beaverton School District, Mental Health providers, Bridges 2 Housing partners, and other community organizations that provide support and services to special needs Adults to prepare those individuals for future independent living housing opportunities.
3. Along with community partners, assess the need for affordable housing options for special needs adults and provide feedback to TVHP on future special needs housing development.
4. Work with community partners to develop and implement an ongoing program that supports special needs adults' transition into appropriate housing models based on their needed level of support.
5. Supervise and support on site AmeriCorps Program Coordinator in the development and implementation of resident programs and activities for special needs residents.
6. Attend community partner meetings when needed, attend Resident Services Team meetings
7. Outreach to community organizations that provide services to special needs population and present information regarding TVHP housing, and other special needs programs.
8. Educate organizations such as City of Beaverton, Washington County, Rotary Club, Chamber of Commerce, State Legislature, etc. on the need for affordable housing for special needs adults
9. Develop and distribute material to organizations and individuals that outlines TVHP programs that support independent living for special needs adults.
10. Identify and apply for appropriate funding sources to support needed programs within TVHP for special needs population
11. Work with property management team, community partners and individual residents facing challenges that could impact their ability to live independently.

PREFERRED QUALIFICATIONS:

1. An independent, self-motivated, creative and resourceful individual who enjoys working with diverse groups of people.
2. Experience and/or desire to work with special needs adults.
3. Strong organizational and interpersonal communication skills.
4. Possess or willing to earn CPR/First Aid Card.
5. Willingness to work a flexible schedule, including some evenings and weekends.
6. Valid drivers license, good driving record and own transportation.
7. Strong creative and professional writing skills

REPORTS TO: Resident Services Manager

SALARY RANGE: \$11.00-\$15.00 DOE

CONTACT: For more information about this position please contact:

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