



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Central Connecticut Coast YMCA Job Description

Job Title: Senior Director of Transitional Living Services  
Salary Range: \$48,000 to \$55,000 Annually  
FLSA: Exempt – Full-time

Reports To: Program Director  
Work Location: Alpha Community Services YMCA  
Work Schedule: M-F 8:30am-5pm Some Sat w/flexibility as needed

### A Career with a Cause:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

**We are welcoming:** we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### Position Summary:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Senior Director of Transitional Living Services at the Central Connecticut Coast YMCA supports all aspects of the Alpha Community Services YMCA's mission to serve individuals experiencing chronic or temporary homelessness, or housing insecurity. The position maintains a supportive, positive atmosphere that welcomes and respects all individuals and provides leadership, instruction, motivation, safety, and enjoyment for clients, co-workers and community partners. The Senior Director of Transitional Living Services provides direct leadership of a team supporting clients during their transitional living experience and assures the well-being of each client served in line with YMCA of the USA guidelines and association policies in accordance with their training.

### Salary and Benefits:

- Salary Range: \$48,000 to \$55,000 Annually Exempt – Full-time
- YMCA Retirement Fund Contribution: 12% (Y-11%; employee-1%)
- Health Insurance (3 plans with significant employer contribution for employee's premium)
- Training and development including conferences, workshops, and membership in professional organizations
- YMCA membership and staff program discounts

### Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Models the YMCA core values of caring, honesty, respect, and responsibility with clients, program participants, community partners, colleagues, guests, volunteers, and vendors.
- Develops and maintains positive relationships with partner agencies, clients, and colleagues at all levels of the organization; helps individuals and families connect with each other and the YMCA through motivational support and guidance; and encourages client involvement with community support resources to attain housing and personal stability.
- Senior Director of Transitional Living Services, in accordance with YMCA guidelines, having prepared program management plans accordingly, supports clients and program participants in achieving their goals.
- Designs and manages all aspects of the provision of transitional housing for homeless individuals and families, including but not limited to: supervision of client navigators, house managers, case managers, and maintenance staff; property management of housing facilities; and general program management. Insures that the program includes training, referrals, and educational, nutritional, recreational, and wellness supports addressing the needs of children and families housed. Leads and coaches team with the goal of preparing clients for greater financial and housing stability.
- Executes all functions associated with Program Management, including but not limited to program design, supervision, budgeting, contract and grant management, building and supplies management, and the processing and tracking of routine financial transactions.
- Maintains proper records; prepares required reports and presentations as directed, including any required reporting to governmental and private funders. Writes and and/or assists in the writing of grant proposals and provides any documentation requested to support grant funding and contractual relationships.
- Follows and insures that all team members follow Alpha Community Services YMCA procedures and guidelines including those pertaining to client confidentiality and record -keeping, budget and finance, health and safety, sessions, forms, reports, and staff expectations. As directed by Alpha Community Services YMCA, complies and insures that all team

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members comply with protocol and procedures associated with the statewide and regional networks for assisting the homeless, including but not limited to data input, reporting, training, and committee participation.

- Ambassador of all YMCA programs.
- Knows, follows, and enforces all YMCA policies, rules, regulations, and procedures, including emergency and safety Procedures, and those for the prevention of child abuse.
- Attends all mandatory meetings and trainings and performs other duties as assigned.

#### **YMCA Leadership Competencies:**

- **Change Leadership:** Facilitates, co-creates, and implements equitable change for the good of the organization and/or community
- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment
- **Functional Expertise:** Executes superior technical skills for the role
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs

#### **Experience, Education, and Qualifications:**

- Masters degree in Social Work or Human Services with 1-3 years related experience OR
- Bachelors degree in Human Services or related field with 2-4 years related experience OR
- Will consider equivalent combination of education and experience.
- Must be able to work with a multicultural staff and clientele.
- Computer proficiency required.
- Knowledge of HMIS and other relevant systems supporting funding and services for individuals and families experiencing homelessness or housing insecurity.

#### **Trainings & Certifications:**

- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete other New Employee Orientation and department onboarding within the first 90-days of employment.
- Must complete Child Abuse Prevention and Mandated Reporter trainings within the first 90-days of employment.
- Must have valid Connecticut Driver's License, a clean driving record, and proof of current automobile insurance.

#### **Effect on End Results:**

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Senior Director of Transitional Living Services be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Serves the CCCY's commitment to social responsibility by reducing chronic homelessness.
- Exemplifies CCCY's community focus through its partnerships with government and private funders, and community agencies.
- Demonstrates CCCY's impact in number of clients served, volunteers engaged, and community partnerships developed.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry. Ability to conduct classes and activities, and perform all physical aspects of the position.

#### **Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate.

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

#### **Application Information:**

Submit a cover letter, resume, and four references by **December 20, 2018** to Erin E. Russell, Operations Director at [Erussell@ccymca.org](mailto:Erussell@ccymca.org)