



EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Supportive Services Manager

Announcement No.: 22-019

External/ Internal Posting

DEPARTMENT: Supportive Services
SALARY RANGE: \$75,046 – 119,995 per annum

OPENING DATE: Thursday, April 14, 2022
CLOSING DATE: Until Filled

POSITION SUMMARY: The Supportive Services Manager will supervisor the supportive services team, will plan, coordinate, and evaluate programs and activities related to the Southern Nevada community. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

SUPERVISION EXERCISED: Exercises supervision over professional, technical, and clerical staff.

ESSENTIAL JOB FUNCTIONS/DUTIES: Primary essential job functions are listed in “bold.” Secondary duties are not in “bold.”

- **Plan, organize, direct, control, prioritize, assign, supervise, and review work of staff responsible for the Supportive Services Department; maintain department records; assign and monitor workloads, and be the final decision maker on matters of significant for the department/work group.**
- **Exercise discretion and independent judgment involving the comparison and evaluation of possible courses of conduct and action or make final decision after various possibilities have been considered.**
- **Formulate, affect, interpret, or implement managing policies or operating practices including having authority to waive or deviate from established policies and procedures within parameters set by Authority executive management.**
- **Perform work that affects the Supportive Services Department business operations to a substantial degree.**
- **Carry out major assignments in conducting the Supportive Services Department business operations; as an agent of the Authority, commit the Authority in matters that have significant financial impact.**
- **Plan and manage the Supportive Services Department budget, including participation in the coordination of assigned program budgeting, submitting budget recommendations, and monitoring expenditures in accordance with authority policies and procedures.**
- **Interview and select staff; provide and/or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures and actions in accordance with Authority policies and procedures**
- Adhere to the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended. Maintain absolute confidentiality of work-related issues, client records, and SNRHA information.

MINIMUM REQUIREMENTS: Applicants must possess experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience: Four (4) years previous experience in supportive services field and/or training that include the social service field and supervisory experience.

Education: Bachelor’s degree in Social Work, Psychology, Sociology, Public Administration or closely related field; OR eight (8) years equivalent combination of education, training, and experience

KNOWLEDGE/SKILLS/ABILITIES:

1. SNRHA organization, operations, policies, and procedures.
2. HUD housing program regulations and eligibility requirements, and public housing occupancy issues.
3. Community resources and programs, including all aspects of social health services, housing, medical providers, and other resources for the aging population; community organization processes and resources, community dynamics and cross-cultural communication.
4. Project management techniques and team facilitation practices for managing information flow.
5. Techniques and practices for efficient and cost-effective management of resources.
6. Perform complex analytical work involving the use of independent judgment and personal initiative.
7. Recommend and implement grants, objectives, and practices for providing and effective Senior Services Division; analyze problems, identify solutions, project consequences, or proposed actions and implement recommendations in support of goals.
8. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Computer skills required include: Windows applications: MS Office Suite, Visio, Adobe Acrobat, Photo, and, Internet.

Certifications: Family Self Sufficiency Program certification through a HUD Approved Agency within one year of employment.

Motor Vehicle Operator Identification: Selectee must; (1) possess or have the ability to obtain a valid Nevada Driver’s License, and maintain licensure for the duration of employment, (2) have a safe driving record.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Supplemental Information: This is an exempt position and is ineligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

Pre-Employment Drug Testing & Background Check: Satisfactory results of the pre-employment drug test and background check is required.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Agency will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

HOW TO APPLY: All interested candidates must submit complete Employment Application, with updated resume attached. Applicants can visit www.snrha.org click on employment tab to complete Employment Application on job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned. The closing date may be earlier than listed based on number of applications received.**

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.

APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTON 3 HUD EMPLOYER.