



POSITION DESCRIPTION: Family Services Manager

REPORTS TO: Director of Family Services

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Habitat for Humanity of Greater Los Angeles, where we Build Hope, Lives and Communities, is seeking a qualified, professional and detail oriented individual who is looking to work in a fast paced environment with a diverse population. The Family Services Manager will drive and coordinate the family selection processes for construction and repair projects.

- Family Selection
 - Manage the pre-selection and selection processes
 - Develop timelines, monitor/track progress, and produce reports
 - Coordinate and present information meetings for the public
 - Process applications, which includes verifying information and documents submitted
 - Order credit checks and interpreting the information
 - Coordinate and schedule home visits for selection committee
 - Manage and coordinate committee meetings
- Family Partnership
 - Coordinate, schedule, participate in ABWK assessments and transition the family into their partnership with Habitat for Humanity of Greater Los Angeles
- Administrative
 - Supervise the A Brush with Kindness AmeriCorps
 - Maintain hard files for applicants and partner families
 - Maintain family and committee-related information in Raiser's Edge database
 - Work with Director to assure HFHGLA's compliance with Fair Housing Laws
 - Provide clear and concise updates and reports to Director as requested
 - Other duties as assigned

SUMMARY OF JOB QUALIFICATIONS

- Have a college degree or equivalent work experience
- Must have experience in housing industry and/or mortgage lending
- Must have excellent verbal and written communication skills,
- Experience with interpreting credit reports is desirable
- Ability to accomplish work results through volunteers
- Ability to maintain confidentiality of sensitive information
- Be able to work independently and collaborate with staff
- Ability to speak and write Spanish a plus
- Have social service and non-profit experience
- Strong computer skills and knowledge in Microsoft programs
- Experience in Raisers Edge is desirable
- Integrity, organization, attention to detail, ability to work independently, and ability to multi-task
- Excellent interpersonal and cultural competency skills to effectively work with a wide spectrum of people in a collaborative way.

This is a full time exempt position. Work schedule is Monday through Friday from 9:00a.m. to 6:00p.m., with some evening and weekend meetings. This position requires some local travel in the normal course of performing job duties with mileage reimbursement. Must have own transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

BENEFITS AND COMPENSATION: HFHGLA offers a full benefits package: medical, dental, and vision coverage; short and long term disability insurance; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan. Salary is \$40K+/annual.

Please send resume to Magna Bahm at mbahm@habitatla.org or fax 310/323/0789. Only qualified candidates will be contacted.