

## Home Share Manager – Senior Services for South Sound

Opening Date: September 27th, 2021  
Closing Date: Continuous – initial review begins October 2021  
Salary: Step 3 of internal salary schedule with hourly range of \$17.34 to \$25.50  
Job Type: Normal, Exempt, Full-time  
Location: Thurston County, Olympia, WA

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*Senior Services for South Sound (SSSS) is looking for a **Home Share Manager** who is passionate about our mission of improving the quality of life for people as they age. We seek a leader who serves with compassion, kindness and profound dedication to the principles of nonprofit excellence. Home Share is a program that addresses our local housing crisis by making matches between home providers and home seekers and then provides ongoing support as needed.*

*The ideal candidate has a deep understanding of best practices in helping to establish and achieve program performance goals, management of a Home Share Coordinator and other essential community engagement activities. Our ideal candidate has excellent communication skills, ability to build strong, collaborative partnerships within and outside our organization, and is able to lead teams of employees and volunteers toward success.*

### **Key Outcomes of the Home Share Manager**

The Home Share Manager will:

- Collaborate with the Executive Director, the Home Share Coordinator, other staff and community partners to successfully administer the Home Share program to achieve program goals.
- Achieve strong knowledge of local housing issues facing seniors and others, and how the Home Share program fills a unique role in the local tapestry of programs addressing this crisis.
- Provides insightful, knowledgeable and compassionate guidance to people seeking or offering housing, and those already placed.
- Hire, train, and supervise the Home Share Coordinator.
- Oversee contract terms and timing; develops and submits contract reports.
- Works closely with Client Services Director on financial reporting and budgeting.
- Collaborate with the Marketing Coordinator to promote the program across all media.

### **Required:**

Applicants who possess the following qualifications *may* be referred to the hiring manager:

- One to three years' experience in program management.

- Demonstrable knowledge of social service principles and methods.
- Demonstrable knowledge of creating and adhering to budgets.
- Demonstrable knowledge of producing accurate reports.
- Demonstrable knowledge of and ability to use typical office software.
- Demonstrable knowledge of principles and practices of effective employee management.

**Desired:**

Applicants who also possess the following *may* receive additional consideration by the hiring manager:

- Bachelor's Degree
- Experience with Google Suite and customer relations software like Neon or Salesforce.
- At least three years of high-level program management in an organization with a social service mission.
- Experience in program design, development, management and evaluation.
- Bi-lingual or multi-lingual.

**Please note:**

The hiring authority may make a hiring decision at any time. Initial screening will begin October 2021. It is to the applicants' advantage to submit materials as soon as possible.

**Working Environment and Conditions:**

Duties performed in an office setting. Employee will operate a computer and standard office equipment, such as telephones and copy machines. Employee uses job specific software (including Microsoft Office products and Google Suite) as required to perform essential functions.

Some travel to attend meetings and training sessions is required.

**Why work at SSSS?**

We are a highly mission driven organization filled with caring, thoughtful people who have a lot of fun and a lot of heart. We focus on our commitment to great service to seniors and improving their quality of life whether they are already struggling or thriving. We are a diverse organization that values integrity, inclusion, respect, results and service excellence. And we have a positive culture where employees are engaged, empowered, and appreciated.

Find out what our own employees have to say about SSSS culture!

**How to Apply:**

Applicants should apply by sending their letter of interest, resume and three references to the attention of Hiring Manager at [jobs@southsoundseniors.org](mailto:jobs@southsoundseniors.org). Questions can also be sent to this email address.

**Special Notice:**

**Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be**

**considered in determining the applicant's suitability and competence to perform in the position.**

The candidate pool certified from this recruitment may be used to fill future similar vacancies for up to six months.

Senior Services for South Sound (SSSS) is an equal opportunity employer and does not discriminate on the basis of age, sex (including gender identity), marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

**Contact Us:**

Senior Services for South Sound  
222 Columbia Street NW  
Olympia, WA 98501  
360-586-6181  
[jobs@southsoundseniors.org](mailto:jobs@southsoundseniors.org)