



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

ASSISTANT DIRECTOR FOR HOUSING

Division: Health, Housing and Nutrition Services

Department: Housing

Supervisor: Associate Director for Housing

Qualifications:

1. BA or BS preferred. Work experience may substitute for education.
2. Two or more years experience in management: including recruitment, selection, supervision, retention and training preferred.
3. Experience working with homeless population and mental health crisis preferred.
4. Must possess a valid Michigan driver's license. Reliable transportation required.

Job Mission:

Assist in the management of Health, Housing, and Nutrition Services by helping oversee all aspects of program operations, team supervision, implementation, marketing and monitoring of initiatives related to OLHSA Housing Programs.

Performance Standards:

1. Assist in management of the operations for Housing Services.
2. Assist in fulfilling reporting, compliance, and planning requirements to various funding sources and partners.
3. Assist in securing grants and contributions to support Housing Services.
4. Supervisor assigned staff as directed.
5. Carry out all other duties as directed by supervisor.

Hours & Wage

\$21.00 per hour (minimum)

40 hours per week, 52 weeks per year

Location

Livingston Country