



**MOUNTAIN VIEW
FELLOWSHIP**

Safe Parking Program Director

Reports to Lead Pastor

Hours: 20 hrs/wk, \$22-27/hour

Position Summary:

The Safe Parking Program Director (Director) administers the Redmond Safe Parking Program (the Program). Responsibilities include ensuring the Program operates according to best practices for non-profit accountability and working with unhoused individuals. Initially the Director will serve as the primary case manager for participants in the Redmond Safe Parking program. As a case manager, they will be responsible for assessment and intake of participants into the program and providing access to community services to assist participants in moving forward to stable housing.

As the program grows, the Director will be responsible for hiring and managing case managers and other staff. Emergency on call availability is a core expectation of position. This position is initially part time but is anticipated to grow to full time as the program grows.

Primary Tasks:

- Maintain professional contact with other agencies as required to effectively facilitate referrals, positive relationships, and case management.
- Develop policies and procedures for intake, case management and site communication.
- Provide intake completion and comprehensive assessment through standardized tools.
- Identify and create community resources and services to support and expand the Program.
- Provide thorough documentation and reporting.

Community Partnership Tasks:

Coordinate with Redmond Service Providers host on the following:

- communicating monthly network meetings
- identifying presenters and creating monthly agendas
- creating bylaws or other guiding documents for eventual leadership transition

Qualifications

- Knowledge, Skills and Ability: Ability to understand, supervise and communicate effectively, professionally and in a positive manner with unhoused individuals and community-based professionals and coworkers. Advanced problem solving, conflict resolution and mediation skills. Knowledge of intake and assessment procedures. Ability to provide crisis intervention, mediation, and effective referrals. Ability to prepare complete, concise documentation and reports.

Other Expectations

- Attend monthly staff meetings on the last Tuesday, 10:30am
- Attend weekly staff meetings on Mondays, 10:30am
- Flexibility to be present for special outreach events