



Open Position (FT): Director of Advancement and Outcomes

Position Summary:	<p>The Director of Advancement and Outcomes oversees the QI and efficacy of Camillus House. Ensures continual quality improvement by analyzing and monitoring program and performance outcomes by compiling and analyzing data for monthly and annual reports, and monitoring data integrity to ensure report accuracy. The Director of Advancement and Outcomes is also responsible for training all case managers concerning utilization of Homeless Management Information System (HMIS) and provides program information and data to keep management informed and assist in their decision-making process, such as, grant submissions and to meeting funders' requirements.</p>
Qualifications Required:	<p>Ability to understand and practice the mission of Camillus House.</p> <p>Education and Experience: Bachelor's Degree in related field required; Master's in Public Administration or Business Administration Preferred. A minimum of 3 years of experience in quality or data management and training. Any appropriate combination of education experience and/or certification will be considered.</p> <p>Excellent analytical and problem-solving skills; Strong understanding of databases and data analysis.</p> <p>Strong communication, interpersonal, presentation and organizational skills.</p> <p>Demonstrates a high level of productivity while remaining calm, professional and effective under in all circumstances.</p> <p>A self-starter with demonstrated ability to work independently, as well as, with multidisciplinary teams and co-workers.</p> <p>Education: Bachelor's Degree in related field required; Master's in Public Administration or Business Administration Preferred. A minimum of 3 years of experience in quality or data management and training. Any appropriate combination of education experience and/or certification will be considered.</p> <p>Language: Proficiency in oral and written English required; Spanish preferred and other languages a plus (i.e. Creole).</p> <p>Skills: Computer literacy required (Word, Excel, other data entry programs)</p>
Qualifications Preferred:	<p>Successful completion of Toxicology test and of Level II Criminal Background Check.</p> <p>Valid FL Driver License with clean driving record</p> <p>Develop and implement quality assurance program for case management and clinical care</p>

Culturally sensitive to the social, psychological and healthcare needs of the vulnerable populations serviced.

Strong organizational, interpersonal and communication skills to meet deadlines and handle multiple tasks.

Demonstrates a high level of productivity while remaining calm and effective under pressure.

A self-starter with demonstrated ability to work independently, as well as, with multidisciplinary teams and co-workers.

Ability to maintain a high level of poise and professionalism in all circumstances

Responsibilities:

- Commitment to the Values and Mission of the Brothers of St. John of God as witnessed through Camillus House in serving the needs of the underserved populations.

Hospitality: Create an environment where people can feel welcomed, comfortable, understood, esteemed and loved.

Respect: Recognize the richness of God's gifts and His presence in every person regardless of age, situation in life, culture or religion.

Spirituality: Nurture a brighter, happier and richer life in time of suffering and struggle; empowering confidence in living with joy.

Quality: Work towards creating centers of excellence; fostering continuous improvement.

Healing: Respond to the need of the whole person – body, mind and spirit; energizing new hope.

Responsibility: Encourage cooperation as a way of promoting standards of competency, efficiency and accountability as we carry out our duties in the Mission.

- Meets with participants in their homes monthly and more often as appropriate, to assess needs specifically related to housing, noting other issues that could impede housing stabilization.
- Schedule and conduct meetings with participants to review their budget and work on longer-term stabilization goal which address employment/income, money management strategies, family/parenting, interpersonal relationships, self-development, vocational/educational needs.
- Refer participants to other community resources to gain support for goals and follow up to ensure referrals were completed. A referral may include providing or setting up transportation for a client to access the resource effectively. It may also mean accompanying them and/or setting up an advocate to attend a meeting with the

participant. Resources may be external to the organization or internal (SOAR, PATH, Step Forward).

- Track and document client progress.
- Hold clients accountable for achieving goals and objectives as identified on their initial stabilization plan.
- Report appropriate financial assistance needs, including rental and utility subsidies, by required deadlines.
- Document and maintain up-to-date information on services provided and funds expected in HMIS.
- Place and maintain up to date information on services provided and funds expended in HMIS.
- Place and maintain up-to-date grant mandated documentation in client hard copy file.
- Participates in staff meetings and other group activities essential for the operation of an effective service.
- Participates in team discussions regarding client progress with possible solutions to ensure best support for the client's success.
- Promotes good community relations and utilizes community services and resources.
- Attends scheduled training program for professional development that includes, at a minimum, trainings require by Camillus house and by regulatory and accrediting bodies.
- Assumes on-call responsibility as assigned.
- Performs other duties as assigned.

CAMILLUS HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER