**PITTSBURGH MERCY/Bethlehem Haven**

*Pittsburgh Mercy* is a community-based health and human services organization using person-centered care to treat our area’s most vulnerable populations. Our mission is to be a compassionate, transforming presence within our communities. We reach out to offer help – and hope – to people who are experiencing:

* Mental illness and substance abuse
* Physical health needs
* Intellectual disabilities
* Traumatic events or circumstances, including homelessness + abuse

**ABOUT THE ROLE**

The successful candidate will become a member of ***Bethlehem Haven’s Leadership Team***, reporting to COO. Responsible for ***Bethlehem Haven’s*** women’s permanent supportive housing as well as Community-based housing, involved in day to day interaction with staff and clients, financial and human resource management, and part of organizational strategic management team.

We’re looking for a ***Housing Supervisor*** to help ***Bethlehem Haven*** Community Programs and Permanent Supportive Facility based housing do its best work. The ideal candidate has to wear many hats daily: communications expert, conflict resolutions master, and organizational guru. You’ll also be responsible for supporting the Housing Coordinators in working with difficult clients whose behavior can be a barrier to housing, create and maintain therapeutic relationships with the clients/patients, staffing/staff training, internal and external relationship building, and ongoing operations!

**ABOUT YOU**

If you’ve always been your team’s best positive-reinforcement coach, we’re looking for you! Our Supervisors really believe that “team work makes the dream work,” and work tirelessly to bring that to life in our daily work life. If you’re ambitious, results-driven, and solutions-focused, we’re looking for you!

**RESPONSIBILITIES/REQUIREMENTS**

* Monitor workflow and productivity of person’s served
* Working knowledge of Pittsburgh Housing resources and landlord relationships
* Human resource management
* Document and train workflows
* Provide case management supervision and be accustomed to evaluating, planning, and providing compassionate services
* Problem solving skills and ability
* Master’s Degree in Human Services or related field and 3 years of related behavioral health experience or intellectual disabilities including 1 as a supervisor OR a Bachelors’ Degree in Human Services or related field and 5 years of related behavioral or intellectual disabilities including 1 as supervisor.
* Requires a valid PA Driver’s License Exempt

SCHEDULE

Monday – Friday 9:00 AM - 4:30 PM

1 late night per week