

Applicants can also email resumes to Ana Paguadua at apaguada@carrfour.org

Assistant Program Director, Location Liberty City Miami - [Assistant Program Director, Miami, FL - Job Details - Indeed for Employers](#)

- Provide day-to-day program oversight and assist the Program Director with the operational success of Supportive Services Program at Carrfour Supportive Housing. Duties include team management, quality control, evaluation, development and coordination of all services offered to persons served.
- Work in collaboration with property management staff to ensure timely recertification's.
- Ensures that program is in full compliance with all funding sources by collaborating with Finance Department at least quarterly to monitor expenditures.
- Work in collaboration with the property manager to report vacancies to the Carrfour Waitlist Coordinator, and maintain 95% occupancy rate.
- Develop program initiatives to increase daily living and housing stability skills.
- Work in collaboration with the Property Manager and Services Team to establish community-building activities (tenant council, residents' meetings, etc.) and facilitate/supervise workshops and information sessions to meet residents needs and interests to enhance life skills.
- Supervision of service staff to ensure that contractual services funded by the HUD including case management, intervention-individual, and supported employment are provided and documented in both the clients file and the HMIS system.