



MARION COUNTY

Employment Opportunity

Housing Services Division Director

Recruitment #: 538-2025-1

Typical Work Schedule: Monday – Friday, 8:00 am – 5:00 pm (days with some flexibility, as needed)

Information about Marion County: <http://www.co.marion.or.us/BS/HR/Documents/NeoGov/County%20Info.pdf>

Information about the department: [Health and Human Services Department Information](#)

Join our team at Marion County Health & Human Services as the Housing Services Division Director. This leadership role offers the opportunity to make a significant impact on our community by leading innovative housing initiatives for individuals with behavioral health challenges. As a key member of our Executive Team, you will be working collaboratively across our department, including Addiction Treatment, Mental Health, and Behavioral Health Crisis Services. Join us in shaping housing solutions that support stability, recovery, and overall health for our community. If you are ready to make a meaningful impact, we want to hear from you!

THE POSITION

GENERAL STATEMENT OF DUTIES

Assists in directing activities of the Health and Human Services Department, which includes Public Health, Behavioral Health, Substance Abuse, Developmental Disabilities, Environmental Health Services and other special programs and related work as required.

SUPERVISION RECEIVED

Works under general supervision of the Health and Human Services Administrator.

SUPERVISION EXERCISED

Exercises general supervision over supervisors and other staff as assigned; participates in selection of new personnel; provides for training, evaluates performance, responds to grievances and recommends personnel transactions.

MINIMUM REQUIREMENTS

EXPERIENCE AND TRAINING

1. Bachelor's degree in the specialty field for the specific recruitment; social or behavioral sciences, public health, business administration, nursing, or related field; AND
2. Five years progressively responsible experience, including program supervision responsibility, fiscal and administrative management; OR
3. Any satisfactory combination of work, education, training or experience relevant to the position, as determined by Marion County.

SPECIAL REQUIREMENTS

- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and

Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.

- Must possess, or obtain within 30 days of hire, a valid Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record.
- Final candidate must provide own transportation and must provide and maintain proof of personal automobile liability insurance, at a minimum, in the amount required by Oregon Law (ORS Chapter 806).
- The finalist for this position will be required to pass a criminal history background check; however, conviction of a crime may not necessarily disqualify an individual for this position.
- This position may be subject to the following: Must not be excluded from participation in the federal health care programs (Medicaid, Medicare and other federally funded programs that provide health benefits); AND must not be excluded from participating in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).
- This assignment is not represented by a union.
- This is a full-time position, which is not eligible for overtime.
- Typical Work Schedule: Monday through Friday, 8:00 am - 5:00 pm, with flexibility depending upon the needs of the department and program.

PHYSICAL REQUIREMENTS

Operates a motor vehicle safely; stands; sits may be continual at times; moves about the work area; climbing stairs 1 floor; bends forward; stoops; reaches overhead; crawls on hands and knees; lifts, carries up to 10 lbs. for up to 6 feet unassisted; pushes and pulls up to 10 lbs.; moves carts weighing up to 10 lbs.; operates a keyboard; uses rapid mental/hand/eye coordination; uses depth perception; speaks clearly and audibly; reads a 12 pt. font; distinguishes colors and shades; hears a normal level of speech.

JOB DUTIES

Leadership and Oversight of Housing Division

- Serve as a key member of the Health and Human Services Department Executive Team, providing strategic leadership to achieve department goals and alignment with the Strategic Plan.
- Develop and implement strategies to centralize housing resources under the division to streamline access, improve service delivery, and ensure efficient use of housing supports.
- Oversee the development and execution of housing programs that enhance community access to stable and supported housing, improving health outcomes as individuals move across levels of care.
- Directly supervise the Housing Program Manager in the oversight of all operations within the Housing Division, offering guidance, performance feedback, and support for professional development.
- This position will play an active role in supporting the overall Department Strategic Planning efforts. Work with the Housing Program to develop an action plan that supports the overall strategic priorities of the Department. This position may be asked to serve as project lead on specific strategic planning objectives.



- Drive quality improvement initiatives based on performance data and feedback from stakeholders.
- Foster a culture of learning and innovation within the department, encouraging experimentation and adaptation to improve program effectiveness and efficiency.
- Collaborate with leadership to develop and implement performance management systems that align with the department's strategic goals and priorities.
- Establish key performance indicators (KPIs) and metrics to measure progress towards organizational objectives and outcomes.

Strategic Development and Community Engagement

- Lead the development of a Marion County Health & Human Services housing continuum with a focus on access and effective transitions across various levels of care.
- Actively participate in department-wide strategic planning initiatives, ensuring housing programs align with broader Health & Human Services and as well as Marion County Board of Commissioners goals and priorities.
- Engage with internal and external stakeholders, including state and local agencies, community partners, and funders, to foster collaboration and secure resources.
- Advocate for centralizing housing resources to streamline workflows and improve transitions within the continuum of care.
- Represent Marion County in discussions with housing authorities, community organizations, and relevant advisory committees.
- Serve as the primary representative of the Housing Division, articulating a clear vision for housing initiatives in public forums, media, and stakeholder meetings including presentations and updates to the Marion County Board of Commissioners.
- Monitor and analyze housing trends, identify gaps in services, and propose solutions to address emerging community needs.

Budget Management and Fiscal Oversight

- Manage the Housing Division budget to ensure fiscal accountability and alignment with strategic priorities.
- Oversee grant applications, funding proposals, and the implementation of revenue-generating programs such as Medicaid-reimbursable services through the health-Related Social Needs (HRSN) initiative.
- Secure and oversee diverse funding streams, including grants and Medicaid reimbursement opportunities.

Policy Development and Compliance

- Oversee the development and implementation of policies and procedures for housing programs, ensuring adherence to state and federal regulations.
- Maintain compliance with contractual agreements and administrative rules, addressing corrective actions, as necessary.

- Participate in audits, reviews, and quality improvement activities to ensure programs meet all required standards and operate effectively.
- **Response Level 1:** In the event of an emergency, employee makes a reasonable effort to report to work. Employee may be required to perform duties outside of their regularly assigned duties. Employee may be requested to work an extended or flexible schedule. Due to regular assignment, employee may be assigned a leadership role in the provision of essential services or response functions. Staff at this response level must complete Incident Command System 100, 700, 200, and 800 on-line or in-person training.
- Operates a motor vehicle in the performance of duties; maintains a current Oregon Driver's License (within 30 days of hire) and an acceptable driving record.

HOW TO APPLY

To submit an online application for this position, go to: <https://www.governmentjobs.com/careers/marion>

Marion County does not accept mailed, delivered, faxed, or e-mailed applications.

If you have questions about this position, please call (503) 566-3949 or e-mail HRRrecruitment@co.marion.or.us

KNOWLEDGE, SKILLS, AND ABILITY

Knowledge of health and mental health principles, problems, and intervention methods; health and mental health laws of the State of Oregon; management techniques, personnel administration, fiscal administration, budget preparation, contract management, program evaluation, plan development and information system principles.

Skills and abilities to train and work harmoniously with staff and supervise and coordinate the work of subordinate employees; prepare clear and concise reports and recommendations; secure confidence and cooperation of community agencies, officials, and other staff; assist union negotiations.

COMPENSATION AND BENEFITS

Marion County offers an exceptional compensation and benefits program.

The wage range for this position is \$54.86 to \$73.48 hourly with initial wages dependent upon the qualifications and experience of the candidate selected. This is not a union represented, exempt, full-time position, which is not eligible for overtime.

Benefits Include:

Insurance Coverage

- ✓ Medical, prescription, vision and dental plans covering employees and dependents with low employee premium share
- ✓ Employer-paid basic life insurance
- ✓ Accidental death and dismemberment plans
- ✓ Employer-paid long-term disability plan
- ✓ Employee Assistance Program
- ✓ Additional Voluntary Term Life Insurance- Employee-Paid
- ✓ Additional Short-Term Life Insurance – Employee-Paid

Retirement Benefits

- ✓ Participation in the Oregon Public Service Retirement Plan (OPSRP) - Employer pays the 6% employee contribution
- ✓ 401K – 2.5% contribution paid by County

Annual Paid Leave

- ✓ 13 vacation days
- ✓ 12 sick leave days
- ✓ 10 holidays
- ✓ 2 personal holidays

EQUAL EMPLOYMENT OPPORTUNITY: Marion County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.

To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

