

Housing Manager

Trumbull County Mental Health and Recovery Board

Salary: \$60,000 with full benefits

The **Trumbull County Mental Health and Recovery Board (TCMHRB)** is seeking a qualified **Housing Manager** to oversee the administration and coordination of Board-funded supportive housing initiatives in Trumbull County. This position is responsible for housing program oversight, service tracking, provider coordination, and reporting to ensure quality housing supports for individuals served by the Board.

The ideal candidate will bring experience in housing coordination, program oversight, and data tracking within behavioral health, social services, or related systems.

Key Responsibilities

- Provide administrative oversight of Board-contracted recovery housing and other supportive housing programs.
- Manage program payments, reporting requirements, and outcome tracking for funded housing initiatives.
- Coordinate meetings with housing providers, community partners, and stakeholders.
- Monitor provider performance to ensure quality services and compliance with Board contracts and program requirements.
- Prepare reports and assist in the management and evaluation of housing programs funded by the Board.
- Represent the Board at local, regional, and state meetings related to housing and recovery supports.

This position does not provide direct services to residents or individuals in Board-funded housing programs.

Qualifications

Education

Bachelor's degree required in social services, health education, human services, or a related field.

Experience, Knowledge & Skills

- Demonstrated experience in housing coordination, housing services, or supportive housing programs.

- Knowledge of behavioral health systems, including addiction and mental health services.
- Experience with service utilization tracking, data collection, and program reporting.
- Understanding of services and supports for individuals eligible for Board-funded programs.
- Strong analytical skills with the ability to review program data and provide recommendations to leadership.
- Ability to work collaboratively with providers, community partners, and state agencies.

Other Requirements

- Valid Ohio driver's license and proof of insurance.

Why Join Us

This is a meaningful opportunity to help strengthen housing stability and recovery supports in Trumbull County. You will work with a dedicated team and community partners to improve housing access and outcomes for individuals served by the behavioral health system.

To Apply

Please submit your **resume and cover letter** to: acaraway@TrumbullMHRB.org