



Position: Temporary Housing Manager
Reports to: Senior Manager, Behavioral Health
Hours: 40 Hours a Week
Classification: Non-Exempt
Salary Range: \$34 - \$40 Hourly
Role: On-Site

ABOUT PORCHLIGHT

PorchLight is a 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for single men to sleep and be nourished with three healthy meals each day. Today, with partnerships and support from King County's Eastside community, PorchLight serves more than 1,700 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including three meals a day, 365 days a year.

PorchLight is a healthy, fiscally stable organization with a dedicated Board and staff poised to advance its mission. Our core values are relationship, community, empowerment, dignity and respect. These values embody the PorchLight mission to partner with men experiencing homelessness & the community to create a path to stable living.

OVERVIEW OF POSITION

This position is temporary, with an anticipated start date of June 1, 2026, through July 31, 2026. However, this timeframe is subject to PorchLight's needs and may be shortened or extended as circumstances require.

This position will provide management to our housing program and supervise the case managers who work in the program. Housing operations are complex in that there are multiple moving parts—determination of who is eligible and who is selected; determination of rent; rent collections; supervision of case managers and House "Managers"; determination of when an eviction needs to occur; negotiation of leases with tenants and with property owners (master leases); oversight (in partnership with PorchLight's Compliance Specialist) of documentation to ensure all files are current and complete; working with tenant disputes at times; and, coordination (in partnership with Facilities staff) regarding maintenance and repairs at the houses/apartments. There may be opportunities to represent PorchLight at partner meetings at times.

PorchLight primarily engages in direct interaction with our tenants. Each property has a live-in House Manager, who is not a PorchLight employee, and usually is a former shelter guest.

RESPONSIBILITIES:

Housing

- Develop and implement innovative housing placement strategies, maximizing opportunities to achieve permanent housing stability.



- Ensure strict adherence to all terms and conditions outlined in government contracts and laws related to housing. Monitor compliance requirements, submit necessary reports, and coordinate audits as needed.
- Directly supervise the Housing Case Managers (2), and the live-in House “Managers” (12).
- Lead negotiations for house leases, including terms, conditions, and rental agreements.
- Maintain accurate records of all lease agreements, renewal dates, and financial obligations. Proactively manage lease renewals and terminations.
- Develop and implement strategies to achieve housing outcome goals, such as occupancy rates, tenant satisfaction, and cost-efficiency metrics and monitor and review housing budget expenditures regularly.
- Conduct thorough housing assessments, creating individualized housing plans tailored to each resident’s unique needs and barriers- in partnership with the case managers.
- Oversee move-in processes and provide ongoing transition support to ensure successful housing retention.
- Ensure all houses are safe, habitable, and well-maintained by promptly addressing any maintenance concerns (in partnership with the maintenance tech and Facilities Manager).
- Ensure rents are collected in full each month and meet with those who do not pay rent on time to ensure they do not put their housing at risk.
- Conduct regular property inspections (scheduled monthly health and safety checks) and resolve issues affecting client comfort and safety.
- Prepare and participate in monitoring visits and audits.

Safety and Security:

- Collaborate with law enforcement and other emergency responders as needed.
- Promptly report any accident, incident, suspicious activity and safety incidents/hazards.
- Oversee the investigation and documentation of all incidents and accidents within their department.
- Assist in maintaining a safe and secure environment for clients, staff, and volunteers.

Case Management

- Directly supervise the Housing Case Managers (2).
- Collaborate with law enforcement and other emergency responders as needed.
- Promptly report any accident, incident, suspicious activity and safety incidents/hazards.
- Oversee the investigation and documentation of all incidents and accidents within their department.
- Assist in maintaining a safe and secure environment for clients, staff, and volunteers.

General

- Foster a collaborative and inclusive working environment within PorchLight’s Mission Statement, Values, and Vision, promoting teamwork and shared accountability.
- Represent PorchLight in discussions with community stakeholders, funders, and policymakers.
- Track and analyze data related to housing placement, outcomes, and service utilization.
- Identify trends, analyze program effectiveness, and develop data-driven strategies for continuous improvement.
- Generate reports and presentations to communicate program achievements and impact stakeholders- in collaboration with PorchLight’s Data Analyst.



- Ensure all programs comply with relevant laws, regulations, and best practices in homeless services. Implement and oversee quality assurance measures to maintain high standards of care and service.
- Manage client records, files, and reports to ensure accuracy, confidentiality, and security.
- Oversee the day-to-day operations of housing programs and services. Ensure programs effectively meet clients' needs and operate within budget and organizational guidelines.
- Serve on the Management Team, to develop and implement strategies for program expansion, improvement, and sustainability across the organization
- Diligently manage and oversee budget expectations while monitoring revenue, ensuring that it aligns with PorchLight's budgetary constraints.
- Other related duties as assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS REQUIRED:

- Bachelor's degree in social work, public administration, housing, or related field- or extensive experience in the HF field in lieu of a degree.
- Minimum of 1 year of experience in supervisory or leadership roles within housing and/or case management for men experiencing homelessness.
- Demonstrated expertise in housing first best practices, trauma-informed care, harm reduction, de-escalation, etc.
- Strong leadership and communication skills, with ability to motivate, inspire, and coach a team.
- Collaborative, adaptable, and results-oriented approaches.
- Deep understanding of challenges faced by men experiencing homelessness and unwavering commitment to social justice.

CERTIFICATES, LICENSES & REGISTRATIONS:

Washington driver's license and insurable driving record required.

ADA SPECIFICATIONS:

(Physical demands that must be met in order to successfully complete the essential functions of the job)

- Requires ability to communicate and listen actively.
- Requires ability to use computers, telephones and other office equipment.
- Requires prolonged periods of standing and walking
- May require to be physically able to climb ladders, bend, and crawl into awkward spaces.
- May require to occasional lift up to 40 pounds at a time.

SUBMISSION

To apply, please submit resume to careers@porchlightcares.org

TIMELINE

Applications will be considered on an ongoing basis; position open until filled.

EQUAL OPPORTUNITY STATEMENT

Decisions and criteria governing the employment relationship with all employees at PorchLight are made in a non-discriminatory manner, without regard to race, color, creed, religion, national origin, sex, marital status, pregnancy,



disability, sexual orientation, gender identity, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statutes.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.