



## Kingsport Homeless Services Manager

United Way of Greater Kingsport seeks a versatile Homeless Services Manager to unify efforts of homeless-serving providers. This person will foster collaborative solutions to ultimately reduce homelessness in our community. The Homeless Services Manager role will serve as the lead staff position from United Way in support of the Kingsport Homeless Coalition including assuring efficient coordinated entry systems for homeless individuals as well as supporting and coordination of community organizations, including the City of Kingsport, who are serving the needs of the homeless. If YOU are ready to make a difference in your community, **send resume and cover letter to [resumes@uwaykpt.org](mailto:resumes@uwaykpt.org) by January 31, 2025** or by mail to 301 Louis Street, Suite 201, Kingsport, TN 37660.

### POSITION SUMMARY

- The Kingsport Homeless Services Manager works in coordination with the United Way of Greater Kingsport and the City of Kingsport to address a broad array of client needs. This can include client referrals to homeless-serving organizations and basic needs providers.
- The Manager serves as the contact for partner agency case managers and for clients to create connections. S/he acts primarily as a care coordinator rather than a provider of direct services.
- The Manager reaches out to governmental, faith-based, nonprofit service providers and local business to advance Kingsport's goal of a cohesive, collaborative and coordinated system of care. This system aims to create seamless, client-centered case management, further extending the resources available to Kingsport's homeless population.
- The Manager will have the ability to take initiative and shape program direction through strategic networking, collaboration, and internal and external relationships.
- This position reports directly to the United Way of Greater Kingsport, Senior Director of Community Impact with regular communication reports to the Kingsport City Manager or his/her designee.

**TO APPLY:** Submit resumes and cover letter (required) to [resumes@uwaykpt.org](mailto:resumes@uwaykpt.org) by January 31, 2025, or by mail to United Way of Greater Kingsport, 301 Louis Street, Suite 201, Kingsport, TN 37660.

## **ABOUT UNITED WAY OF GREATER KINGSPORT**

The United Way of Greater Kingsport fights for the health, education, and financial stability of every person in our community. Our Mission is to improve lives by mobilizing the caring power of the community and our vision is a better life for all where everyone in our community has an opportunity for a quality education, financial stability, and good health. For more information, visit [www.uwaykpt.org](http://www.uwaykpt.org).

## **KEY EDUCATION AND EXPERIENCE REQUIREMENTS**

- Minimum of a bachelor's degree with preference of focus in social services, non-profit management or related degree OR equivalent combination of education and experience
- Demonstrated leadership in working with staff and volunteers.
- Preferred 3-5 years' experience in related field
- Strong verbal and written communication skills
- High level of time management skills, initiative, and attention to detail
- Valid driver's license & proof of insurance