



Operations Manager - Housing

KVCAP is seeking a compassionate, dedicated individual who is committed to ensuring high quality social services to people reaching out for assistance to overcome a variety of challenges. This position will supervise and support 5-7 staff members providing services through an Energy Services Program, Home Ownership Counseling/Education, and Resource Navigator program, helping people to connect to resources and develop goal plans aimed at increasing their health, economic stability and well-being.

In addition to supervising staff, this position assists with program compliance, program planning, and participates on several community coalitions and groups.

Requirements: Bachelor's Degree in a field related to Human/Social Services or a related field. Supervisory experience is required. LSW preferred but not required. Must demonstrate strong skills in interpersonal (both written and verbal) communication, documentation, critical thinking, proficient computer skills and awareness of community resources. Must be able to meet agency requirements for background checks. Ability to pass SBI, DMV, DHHS, fraud and Sex Offender Registry background checks.

Benefits include 12 paid holidays, bi-weekly accrual of paid time off, employer sponsored retirement plan, choices of health, life, dental/vision, and disability insurance options.

Accepting applications until a suitable candidate is found. Interested candidates should submit a letter of interest and a resume/application to:

Human Resources
Kennebec Valley Community Action Program
97 Water Street
Waterville, Maine 04901

E-mail: lindas@kvcap.org

Equal Opportunity Employer