



ForwardHaven Program Director / GPD Project Director

FORWARDHAVEN - 18-BED TRANSITIONAL HOUSING PROGRAM

Position	GPD Personnel Allocation
Annual salary allocation	\$55,000
Scheduled time	40 hours/week
FTE	1.00 FTE
Hourly rate equivalent	\$26.44/hour equivalent
Funding basis	Proposed GPD salary allocation - before fringe/payroll burden

Position Purpose

Leads the full day-to-day operation of the 18-bed ForwardHaven transitional housing program and is accountable to Honor Forward leadership for program performance, staffing, compliance, resident outcomes, and implementation of the approved GPD project.

Core responsibilities

- Manage daily ForwardHaven operations and ensure services are delivered consistently.
- Supervise, schedule, coach, and evaluate ForwardHaven staff.
- Oversee admissions, discharges, bed availability, resident flow, and program capacity.
- Ensure program policies, procedures, safety practices, and documentation standards are followed.
- Coordinate with the Honor Forward Executive Director on performance, issues, opportunities, and resource needs.
- Monitor program budget and purchasing within delegated authority.
- Coordinate key vendors, facility needs, transportation resources, and operational support.

GPD / compliance responsibilities

- Coordinate GPD implementation and required reporting.
- Serve as the primary operational contact for GPD performance matters, consistent with the organization's delegation of authority.
- Oversee required participant documentation, HMIS coordination, monitoring preparation, corrective actions, and record quality.
- Maintain readiness for program monitoring, reviews, and funder/partner requests.

Resident outcome accountability

- Monitor housing placement, employment, service engagement, length of stay, discharge, and follow-up outcomes.
- Review trends and implement corrective action when performance is below program targets.
- Ensure resident concerns and material incidents are escalated appropriately.

Key performance measures

- Program operating readiness and staffing coverage.
- Documentation and compliance timeliness.
- Occupancy and resident-flow management.
- Housing and employment outcome performance.
- Staff accountability and retention.
- Budget management and expense control.

Reporting Structure

Reports to: Honor Forward Executive Director. Supervises/coordinates: ForwardHaven program staff and operations.

Authority & Funding Note

This job description reflects the proposed ForwardHaven staffing model and salary allocation for the 18-bed GPD project. Final compensation, qualifications, duties, benefits, work schedules, and authority should be confirmed by Honor Forward in the final budget, employment policies, job offer, and GPD award requirements.

Salary amounts are planning allocations and are shown before fringe/payroll burden. Hourly equivalent is calculated from the scheduled annual hours for the stated FTE.