

Job Title: Program Manager, Home Modifications & Accessibility

Reports To: Executive Director

Salary Range: \$58,000-\$62,000 yearly

Employment Type: Full-Time

Location: Dallas/Fort Worth Metroplex, TX

Organization Overview: REACH, Inc. is a federally funded Center for Independent Living dedicated to empowering people with disabilities to live independently. We are seeking a skilled and organized Project Manager to oversee our Empower Home Modification Program, designed to provide critical home accessibility modifications for low-income seniors and individuals with disabilities across the North Central Texas Region. This position will be a member of the leadership team and play a key role in ensuring that all project goals are met in alignment with funder requirements.

Position Summary: The Project Manager will be responsible for managing the daily operations of the home modification program, ensuring compliance with all funder requirements, coordinating project activities, and overseeing contractors and occupational therapists involved in home modification assessments. The ideal candidate is a detail-oriented professional who is bilingual in Spanish and English, with strong project management skills, knowledge of occupational therapy and/or home accessibility, and a commitment to empowering people with disabilities.

Primary Responsibilities:

- **Program Oversight:** Manage and monitor all aspects of the Home Modification Program, ensuring alignment with funder guidelines, timelines, and reporting requirements.
- **Staff Supervision:** Provide direct supervision to Program Coordinator staff to ensure accurate program implementation, documentation, progress toward goals, etc.
- **Stakeholder Coordination:** Serves as the primary point of contact for program participants, contractors, occupational therapists, and funding agencies. Build and maintain positive relationships with partners and stakeholders.
- **Assessment and Planning:** Work with licensed Occupational Therapists to assess participant needs and develop individualized modification plans that meet safety and accessibility standards.
- **Budget Management:** Track and manage the program budget, including monitoring expenditures, approving costs, and ensuring funds are allocated effectively to maximize project impact.
- **Contractor Management:** Coordinate and oversee contractors performing home modifications, ensuring work is completed to specification, on time, and within budget.
- **Documentation and Reporting:** Maintain accurate records of program activities, financials, and participant data. Prepare and submit required reports to funders on schedule.
- **Compliance:** Adhere to all applicable federal, state, and local regulations and HUD requirements related to home modifications and accessibility standards.
- **Community Outreach:** Conduct outreach to eligible individuals, community organizations, and social service agencies to promote program availability and benefits.
- **Quality Assurance:** Develop and implement quality control procedures to ensure high home modifications and customer satisfaction standards.

Essential Skills and Competencies:

- **Project Management:** Demonstrated success in managing complex projects with multiple stakeholders, timelines, and budgets.
- **Communication:** Strong written and verbal communication skills in both English and Spanish, with the ability to communicate effectively with clients, contractors, and funders.
- **Organizational Skills:** Excellent organizational and time management abilities to balance competing priorities and ensure project milestones are met.
- **Compliance:** Adhere to all applicable federal, state, and local regulations and HUD requirements related to home modifications and accessibility standards.
- **Problem-Solving:** Proactive and skilled in identifying issues, troubleshooting, and implementing solutions effectively.
- **Detail Orientation:** Strong attention to detail for documentation, reporting, and compliance adherence.
- **Customer Service Orientation:** Ability to interact with empathy and professionalism with clients who are elderly or have disabilities.

Preferred Qualifications:

- Bachelor's degree in Project Management, Social Services, Occupational Therapy, Public Health, or related field.
- Experience with Occupational Therapy: Previous experience working with or knowledge of occupational therapy services, particularly related to home modifications or accessibility for people with disabilities.
- Bilingual in Spanish and English: Required for effective communication with clients and community partners.
- 3+ years of experience in project management, particularly within non-profit, social services, housing, or health care settings.
- Knowledge of HUD guidelines, home modification processes, and/or accessible housing standards is a plus.

Compensation and Benefits:

Competitive salary, commensurate with experience.

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Benefits include employer-paid Health Insurance, short-term Term Disability, Long-Term Disability, optional Vision/Dental coverage, Life Insurance, an employee-paid Retirement Plan, Paid Time Off, all federal holidays, and scheduled office closure between Christmas and New Year's.

Next Steps:

Send your resume to jkelly@reachcils.org with the subject line " HUD Program Manager" to be considered for this position.

REACH, Inc. is committed to building a diverse and inclusive environment and encourages applications from individuals with disabilities, bilingual candidates, and individuals from underrepresented communities.