POSITION ANNOUNCEMENT

Community Action Partnership of Madera County

POSITION: COMMUNITY SERVICES PROGRAM MANAGER

POSITION TYPE: Exempt; 40+ hours per week

SALARY SCHEDULE: Range 26.5 ($21.66-$26.40)

IMMEDIATE SUPERVISOR: Executive Director

SUPERVISES: Executive Administrative Aide, Intake Worker, Receptionist, Eastern Madera County Senior Transportation Staff, Escort Program Volunteer Drivers, Shunammite Place shelter staff and the Homeless Prevention Coordinator.

DEFINITION: Plan, organize and coordinate the activities of CAPMC’s crisis intervention services/programs. Oversee the Community Services division/program operations; including development and implementation of all program goals and administration procedures and systems, financial management and budgeting; and compliance with grant outcomes and objectives. Other duties include program leadership, community organization and staying informed on low and moderate low income issues, homeless prevention activities and collaborating with other agencies and community partners to eliminate the effects of poverty.

MAJOR DUTIES & RESPONSIBILITIES:
- Adheres to, and ensures staff adheres to, the CAPMC values, policies and procedures.
- Attends training as required.
- Engages in personal and professional development.
- Interacts with program participants in a culturally sensitive way.
- Keeps informed of current theories and practices in the field.
- Maintains confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Participates in new staff orientation/mentoring activities.
- Participates in CAPMC events and meetings.
- Professional role model for staff, parents, children, community and co-workers.
- Reports suspected child abuse in accordance with CAPMC child abuse reporting procedures.
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 Represents CAPMC in the community in a professional and competent manner.
 Responsible for setting priorities and meeting deadlines.
 Shares information and knowledge with others.
 Works as a team member to support the functions and operations of the Agency.

PROGRAM ADMINISTRATION:
 Manages, develops and coordinates the overall Community Services division, inclusive of CSBG, LIHEAP, Homeless Prevention, Senior Transportation, HOPWA and FEMA.
 Responsible for conducting a full range of activities to prepare, submit and manage grant proposals to foundations, state and federal funding sources.
 Maintains current records in database and in required paper files, including grant tracking and reporting.
 Tracks statistics relevant to development and provides department with written materials necessary by funding sources/CAPMC strategic plan.
 Coordinates and plans funding program activities, including the prioritizing, planning and scheduling of activities to guide program efficiency and effectiveness.
 Provides initiatives in identifying the need for action by the Board to develop or revise appropriate policies and assists the Board in interpreting the policies, directives and instructions of State and other Federal funding resources.
 Represents the Agency in its relationship with Federal, State and local funding sources; seeks out opportunities within these sources for funding of new and innovative programs on state-wide, local committees, task forces, etc.
 Ensures that internal programs are effectively coordinated and administered, and that they complement and are appropriately linked with other social service agencies within the community.
 Maintains effective working relationship with community partners.
 Attends meetings as assigned by CAPMC Executive Director.
 Works closely with CAPMC Executive Director to ensure Community Services direction and mission are accomplished.
 Develops, manages and maintains several Community Services budgets.
 Assures reports, bills, etc. are well maintained and completed on time.
 Supervises all Community Services staff; holds staff meetings and assures staff's ongoing development via workshops, conferences and one-on-one meetings.
 Maintains positive and productive relationships with all of CAPMC partners and other Community Action programs.
 Establishes new partnerships with local Faith Community and Business Community.
 Provides analysis of community homeless issues for committee, board and staff; tracks policies and programs at the state and federal level, and participates in local and statewide advocacy campaigns.
 Researches best practices and training resources for topics within the Agency’s strategic plan (e.g., chronic homelessness, family homelessness, prevention, rapid re-housing).
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OTHER DUTIES:
 Adheres to the Americans with Disabilities Act (ADA-1992), which prohibits discriminatory actions toward children and/or adults with disabilities. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.
 Other job related duties as assigned.

Limits of Authority
 Relative authority to maintain compliance with of all funding source guidelines.
 Maintains close communication with the Executive Director to recommend a course of action and to receive directives on priorities.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:
 Budget development and control.
 Development of project funding applications.
 Issues in human service delivery.
 County and municipal governments.
 Community resources.

ABILITY TO:
 Works effectively with various social-economic groups.
 Communicate effectively with staff, agency, business representatives and general public.
 Produce timely and effective written communication and reports.
 Establish goals and objectives for project activities.
 Work effectively under conditions of limited supervision, high stress, and rapidly changing situations and circumstances.
 Conceptualize, develop, organize and implement plans, reports, budgets, conferences and meetings, etc.
 Provide leadership and model professional behaviors and values.
 Operate necessary office machines.
 Maintain account records.

EDUCATION/EXPERIENCE:
 BA/BS degree in public administration, sociology, social work, or related field.
 Minimum of 2 years of experience in the delivery of social services in one or more of the following: psychology, social work, health science, community services, or related field.
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- Prior experience in budget development and control.
- Minimum of 2 years of experience with grant writing.

OTHER REQUIREMENTS:
- Must be able to relate with all people of the community regardless of ethnic, racial, disabilities or religious background or socio-economic level.
- Must be dedicated to the goals and philosophy of CAPMC.
- Must pass health screening and TB skin test or chest x-ray.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable, insured transportation and a valid California Driver’s License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subject to CAPMC’s policy.
- Must complete all background requirements: livescan, pass a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement and receive satisfactory clearance from all licensing entities and investigative authorities. Employment is contingent upon receiving a clearance from appropriate authorities.
- Must use reasonable precautions in the performance of one’s duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one’s self, fellow employees, clients, and children.

GENERAL PHYSICAL REQUIRMENTS
Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling: Bending legs at the knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Crawling: Moving about on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.
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- Standing/Sitting: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing/Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

VISUAL ACUITY
The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS
- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.
- This position is designated as: Exempt.

APPLICATION PROCEDURES
Application forms are available at the Community Action Partnership of Madera County, 1225 Gill Ave, Madera, CA 93637. (559)673-9173, or at www.maderacap.org. Please
submit a copy of transcript or degree with application to be considered for position.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.