

# YOLO COUNTY CHILDREN'S ALLIANCE & CHILD ABUSE PREVENTION COUNCIL

www.yolokids.org



## JOB OPPORTUNITY FOR: Housing Program Assistant Manager

Staffing Level	Full-time position
Team	Housing Team
Rate of Pay	\$60,000/Annual, DOE
Location	West Sacramento, CA.
Benefits	Benefits package including medical/dental/vision coverage as well as paid vacation/sick time

## ORGANIZATIONAL IMPACT

At Yolo County Children's Alliance (YCCA)

- All of our programs support parental resilience by making parents feel valued, acknowledged, and supported in every interaction we have with them. We also spend a lot of time focusing on parental resilience with our Healthy Families America home visiting and Nurturing Parenting programs.
- We promote social connections for parents and youth with programs like our Nurturing Parenting and Play School Education.
- We help families get important concrete supports in times of need by providing food, resources and referrals, Voluntary Income Tax Assistance, enrolling people in health insurance and CalFresh and providing childcare payments through our CalWORKS Child Care Subsidy program.
- Parents learn about parenting and child development and how to support children's social and emotional competence through our Healthy Families America home visiting, Play School Education, Developmental Screening, Nurturing Parenting, and Period of PURPLE Crying outreach programs.
- We help families and individuals secure housing and prepare those who have been homeless to live independently in a permanent residence. By providing housing support, we help build safe and nurturing households for children and families, and strengthen our community by providing individuals secure and safe homes.

## ROLE IMPACT

Your impact as the Housing Program Assistant Manager helps YCCA in meeting the needs of the communities we serve by providing team support for on-site case management services to individuals and families experiencing homelessness. Through your work as a supervisor helping your team of housing advocates, you will help program participants maintain their current housing or transition to permanent housing by providing access to key resources that help bring positive change to their lives.

## A DAY IN THE LIFE OF A HOUSING ASSISTANT MANAGER

You will work with the Family Resource Center Housing team to help prepare program participants to avoid eviction and maintain current housing or transition to permanent housing using housing first and strength-based principles. In addition, you will also maintain a caseload, enter data, and turn in periodic reports.

Daily duties may include:

- Conduct weekly, regularly scheduled individual supervision for all direct service staff on your team
- Provide daily team and client support for crisis intervention and case management needs as they arise
- Ensure that home navigators keep family files and case notes maintained and up to date

- Provide follow-up on regular health and safety check-ins (in person, by phone, or electronically) with program participants
- Assist with securing basic needs, such as food, healthcare, income, and stable housing
- Lead and Facilitate communication between program participants and social service programs
- Deliver resource and service information, including about COVID-19, using culturally and linguistically appropriate terms and concepts
- Follow ethical/legal standards, including confidentiality and mandated reporting
- Practice CDC health and safety guidelines for COVID-19 (wearing a mask, practicing social distancing, and frequent handwashing) and ensure that program participants adhere to these standards
- Actively participate in staff meetings and other community meetings, as indicated
- Identify, organize, maintain, and disseminate information to team and program participants on a wide variety of economic supports, housing options, and other useful resources in Yolo County (CalFresh, CalWORKS, MediCal, Vets benefits, supportive housing options, food distribution services, etc.)
- Provide leadership to YCCA's Housing (Prevention team) Program by working with staff and YCCA's collaborative partners to execute our contracts, scopes of work including enrollment, outreach, and presentations.
- Plans, coordinates and attends all special events at the Family Resource Center (FRC), which include: staff involvement, budgeting, decoration, food preparation, party favors, delegation of duties and researching possible donations.
- Works closely with the Program Manager to ensure compliance with the program's policies and procedures.
- Participates in recruitment, screening, and hiring of staff.
- Creates and maintains the work schedule for staff.
- Ensures accurate and timely submission of data and timesheets.
- Participates in the development of reports to contract funding sources.
- Participates and communicates feedback of progress toward contract milestones.
- Ensures accurate and timely submission of MAA timesheets.
- Reviews data of program outcomes and, when necessary, implements strategies to improve outcomes.
- Works closely with Program Manager to ensure systems are in place for data collection and to ensure program milestones.
- Works with team to ensure systems are in place for data collection.
- Completes all required documentation, case notes, and data collection in a timely manner.
- Schedules and coordinates staff activities for outreach events.
- Works closely with Housing staff to provide program information to the community.
- Creates and develops partnerships with outside community agencies.
- Participates in YCCA training, activities, and meetings as required.
- Orders supplies for daily operations and manages on-site issues with electronics (printer, internet/phone, and water dispenser).
- Perform other duties as assigned.

## CHARACTERISTICS & SKILLS FOR A CANDIDATE TO SUCCEED IN THE ROLE

### *Core Characteristics*

- **Collaboration:** someone who is flexible and open to different ideas, perspectives, and experiences and understand the power of working together as a team
- **Integrity:** someone who takes responsibility for their actions, is able to set clear expectations of what they can bring to the table and has respect for those they work with
- **Compassion:** someone who is an active listener and shows empathy for the diverse communities we serve
- **Inclusion & Equity:** someone who is self-aware and is motivated to reduce barriers for communities whose voices are often silenced and
- **Development:** someone who is curious and open to feedback to ensure not only personal growth but overall team success

### *Must Have Skills*

- Proficient with Microsoft Word, Excel, Outlook, and PowerPoint

- Must have valid driver's license and use of own car is required as well as auto insurance
- Must be available to work weekends and evenings to meet family schedules
- Effective written and oral communication skills
- Excellent organizational skills with the ability to prioritize assignments
- Must be able to work with culturally diverse populations and can relate to people with respect for their individuality
- Clear understanding of appropriate staff/client boundaries
- Experience working successfully with issues of substance abuse, mental health, criminal background, and other potential barriers to economic self-sufficiency
- Exemplary interpersonal skills and ability to work cooperatively and in a supportive manner within an interdisciplinary team, and culturally diverse populations.
- Consistently demonstrates professionalism, poise, tact, and diplomacy in interactions with others including confidential or sensitive situations.
- Proven leadership with staff, projects, and subcontract management.
- Strategic thinking abilities and analytical skills.
- Self-Motivated and able to work with interruptions.
- Flexible to organization's needs.
- Able to travel within community (i.e., outreach events, community agencies, etc.)

***Nice to Have Skills***

- Knowledge of principles, practices, and Federal, State and local laws regarding homelessness including Housing First, Motivational Interviewing and Harm Reduction principles
- Familiarity with Yolo County is a plus
- Understanding of or experience with the [5 protective factors](#)
- Understanding of or experience with [trauma informed care](#)

***Essential Physical Requirements***

Candidates must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work daily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

***Experience & Educational Background***

- Candidates must have at least three years of experience working with vulnerable and homeless individuals or have an Associate's Degree or above in Social Work, Psychology, Social Services, or a related field. Should have a solid understanding and experience in managing/motivating staff as well as providing support in stressful working environments. Experience with reflective practice preferred.

**REQUIRED FOR EMPLOYMENT**

***Vaccinations***

Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for external-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. YCCA will engage in the interactive process on an individualized basis considering each particular role.

***County or State Required Documentation***

Due to the nature of this role a successful fingerprint and background check is required.

## **OUR COMMITMENT TO DIVERSITY, EQUITY & INCLUSION**

At Yolo County Children’s Alliance, a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all our departments, programs, and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

We’re committed to modeling diversity and inclusion for our industry sector, and to maintaining an inclusive environment with equitable treatment for all.

## **TO APPLY**

Please submit an email with your resume, a list of current references and a cover letter, as separate attachments to: [YCCAjobs@gmail.com](mailto:YCCAjobs@gmail.com). Write “Housing Program Assistant Manager” in the subject line of your email. Your resume, references and cover letter must all be received, as attachments, in order to be considered.

## **ABOUT YOLO COUNTY CHILDREN’S ALLIANCE**

*The Yolo County Children’s Alliance was established in 2002 by a resolution of the Yolo County Board of Supervisors as a way of addressing several community concerns that impact children and their families. The mission of the Yolo County Children’s Alliance is to assess, coordinate and act to strengthen and support the continuum of prevention and intervention services and resources for children, youth and their families. We Are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, national origin, age, sexual orientation, marital or veteran status, physical or mental disabilities, or any other legally protected status.*

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ACKNOWLEDGEMENT

I have read the contents for the Housing Navigator job description and understand this document is not a contract for employment. I also understand that this job description lists typical examples of work and is not intended to include every job duty and responsibility specific to this position. I understand I may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

Further, I understand that if hired, my employment with the Yolo County Childrens Alliance is at-will, and that I or the organization may terminate my employment at any time with or without cause or notice.

Employee Signature

Date

YCCA Representative

Date