



125 Corporate Place, Suite A,
Vallejo, CA 94590
(707) 644-8909

620 Main Street
Woodland, CA 95695
(530) 241-4081

Job Title:	Program Manager	Job Category:	Human Services Temporary, Grant Based
Department/ Group:	Disaster Case Management Program (DCMP)	Travel Required:	Yes
Location:	Vallejo, Solano County Woodland, Yolo County	Reports To:	Deputy Director
Position Type:	Full-Time, Exempt (35 hrs/week)	Salary	Commensurate with Experience

Summary: Catholic Charities of Yolo-Solano (hereinafter “CCYS”) provides supportive services to low-income individuals and families in the counties of Yolo and Solano since 1942, offering services that promote human dignity and advance social justice.

Position Description:

Under the direct supervision of the Deputy Director, the Program Manager shall direct, plan, organize, coordinate, and supervise the staff in FEMA’s Disaster Case Management Program and Wildfire Relief Services for Immigrants (WRSI) Program in Yolo and Solano County. The Program Manager applies the professional skills and knowledge to perform work without specific directions using considerable judgement.

Essential Duties and Responsibilities

- Coordinates the operations of the assigned program(s) and contracts.
- Meet with staff on a weekly basis to review current caseload, to discuss program issues, and to monitor program progress.
- Provides direction and training for staff on an on-going basis.
- Provides staff with immediate attention and direction when an emergency arises.
- Develops and promotes a sense of teamwork among staff.
- Monitors staff to ensure that work is being completed thoroughly, accurately, and punctually.
- Maintains a solid working knowledge of all rules and regulations established regarding the program(s) and CCYS.
- Develops and provides community service presentations to public and private agencies and organizations.
- Evaluates staff performance.
- Discusses program issues with the Deputy Director on a weekly basis and as critical issues occur.
- Review client files to check for completeness and contract requirements.
- Coordinates reports to contractors in a timely manner.



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- Accurately prepares preliminary program budget outlines on time and within available program resources.
- Reviews program budgets and makes recommendations to Deputy Director on budget issues.
- Ensures adequate controls are implemented so that program expenditures are maintained within program revenues.
- Promotes programs in the community at a level sufficient to maintain a caseload that fully utilizes the available staff time to the maximum reasonable capacity.

Administration and Management:

- Develops and maintains a successful recruitment program for volunteers to provide supportive services to participants.
- Develops and implements new sources of funding that are consistent with the agency's mission by conducting research, grant writing and completing applications for program funding.
- Oversees the creation of all required reports to funding sources and CCYS.
- Intervenes on behalf of program staff with all involved parties, when necessary.
- Obtains a full working knowledge of all program regulations and the practical knowledge to implement these regulations in a professional manner.
- Meeting all reporting responsibilities within time frames established by program funding resources and CCYS administration.
- Determines what information is appropriate to represent to outside agencies and seeing that this information is accurately represented.
- Performs related duties as assigned.

Minimum Qualifications:

Education & Experience: Master's degree in Social Work, Business, or related field; or Bachelor's degree and 5 years related experience. Three years' progressively responsible administrative and supervisory experience

Skills/Knowledge:

- Understands CCYS mission and is responsible, adaptive, resourceful, innovative & solution focused and team oriented.
- Must have demonstrated ability to manage staff in a complex, face paced setting that serves low-income communities with diverse cultural backgrounds.
- Must demonstrate a commitment to high quality and responsive service; proactively identifies opportunities and takes action to improve operations; offers and accepts constructive feedback; contributes to the development of new ideas.
- Must be actively engaged in problem solving; responds to complaints; seeks resolution of conflicts.
- Must be organized, efficient, and effective; Sets goals for work tasks; Identifies priority issues; Meets productivity standards.



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- Must work collaboratively with community partners, staff, and/or the leadership team to encourage and support the accomplishment of goals/tasks/position duties.
- Must have the ability to effectively present information and respond to questions from groups of staff, clients, funders, government agencies, media and the public.
- Must provide exemplary customer service to both external and internal clients.
- Must work with a challenging client population; must be able to maintain professional composure and effectiveness.
- Demonstrates a commitment to learning and improvements; Pursue activities to enhance personal and professional growth for self and others.
- Protects the confidentiality and information/documentation obtained by nature of work.
- Proficient in technology, computer operation, word processing and spreadsheets, specifically using Microsoft Office Suite, and/or Google G-Suite
- Demonstrate high ethical standards.
- May be required to lift and carry items weighing up to 30lbs.
- Working conditions are typical health clinic settings; involves the potential for high stress levels and exposure to hostile situations; some non-standard work hours may be required.

Applicants must submit resume, cover letter, Diocese of Sacramento Pre-Employment Applications (found here: Pre-Application Statement and Questionnaire and Employment Application which should include three professional references)

No Phone calls please.

Position is open until filled.