



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, Contract Based
Department/ Group:	Disaster California LISTOS Program FEMS Disaster Case Management (DCMP)	Travel Required:	Yes
Location:	Vallejo, Solano County Woodland, Yolo County	Reports To:	Deputy Director
Position Type:	Full-Time, Exempt (35 hrs/week)	Salary	\$64,000 – \$68,000 a year

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 manage the overall planning, administration, operation, and supervision of the staff in CA’s Disaster Preparedness LISTOS Program and FEMA’s Disaster Case Management Program in Yolo and Solano County.

The Program Manager applies the professional skills and knowledge to perform work without specific directions and using considerable judgement.

Essential Duties and Responsibilities

CA LISTOS Disaster Preparedness Program

Community Engagement:

- Leads coordination on conducting & evaluating community outreach programs, workshops, and conferences to promote emergency preparedness awareness, risk reduction, and emergency preparedness measures.
- Receives public inquiries regarding emergency preparedness resources and issues; provides information and referrals to appropriate disaster service providers and/or other agencies.
- Plans and provides training in disaster education to, agency representatives, school personnel, etc. Provides technical assistance and interpretation regarding current and pending community emergency and disaster protocol and laws to various government officials, businesses, and organizations.
- Represents CCYS and its programs at professional, community, and agency meetings and functions; participates on committees, advisory boards, task forces, etc., as appropriate.
- Attends training sessions, meetings, conferences, etc., to enhance job knowledge and skills. Performs various office/administrative duties as necessary, including preparing comprehensive



**Catholic
Charities**
YOLO • SOLANO
www.ccyoso.org

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

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

reports and correspondence, compiling, and analyzing statistical data for reports, attending, and conducting meetings, procuring supplies, maintaining files, etc.

Community Outreach:

- Prepares exhibits, brochures, flyers, posters, and other materials for presentation to the public, community agencies, support groups, emergency management professionals, and elected officials; works closely with community members in promoting events and outreach activities; reviews, selects and orders informational and educational literature.
- Assist clients in accessing appropriate services by identifying and reducing barriers. Provide client education about the community disaster preparedness systems and resources.

FEMA'S Disaster Case Management Program

Case Management

- 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.
- 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.
- 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.
- 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.

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.



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

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

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.
- 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 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
- 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.