



Sunnyvale Community Services

Preventing Homelessness and Hunger in Our Local Community

Self Sufficiency Program Manager

The Self-Sufficiency Program Manager supports the mission of Sunnyvale Community Services by assisting with the development and implementation of Sunnyvale Community Services Self-Sufficiency Programs, Financial Management & Housing Retention Program and other applicable programs that promote self-sufficiency. The Self-Sufficiency Program Manager supports program staff and other community partners to identify needs and coordinate resources that promote empowerment, self-sufficiency, fiscal knowledge, and housing retention.

SUPERVISION

- Hire, supervise, and train staff to administer SCS Self-Sufficiency Programs, the Housing Retention Programs and Financial Management along with other additional self-sufficiency programs and program staff as needed.
- Provide individual support and assistance to program staff.
- Assist and coordinate office functions to assure a safe and productive work environment.
- Promote agency mission and strategic plan through supervision with staff performance.

PROGRAM DEVELOPMENT AND MANAGEMENT

- Coordinate the daily operations of Self-Sufficiency Programs in compliance with regulations, funding expectations, and agency policies.
- Oversee the financial management and benefits program workshops, including scheduling classes and coordination with community partners.
- Evaluate programs on a regular basis to ensure programs efficiency and effectiveness.
- Develop and implement program evaluations and evaluate needs and gaps in services and work to identify solutions.
- Collect program data and track progress on a monthly basis.
- Complete monthly reports, grant proposals, data collection
- Oversee and complete grant applications and reports as needed under the direction of the Director of Program and Services and in collaboration with the Director of Research.

- Proactively coordinate with community partners to ensure effective collaborations for community-wide projects.
- Develop and maintain partnerships, including community agencies and volunteers, and attend community meetings as requested.
- Support Community Navigation Services staff and volunteers to accomplish agency, department, and program goals.
- Regularly audit program files to assure files reflect accuracy of services provided.
- Advocate and support processes for program capacity building with program staff and partner agencies.
- Develop and maintain a comprehensive network of education, training, mental health, substance abuse, economic development and other supportive services for clients
- Coordinate supportive services with appropriate community agencies.
- Work with and support program participants in their efforts by defining goals that are clear, measurable and have a time frame.

QUALIFICATIONS

- Bachelor's degree in education, social work or related field
- Minimum of 3 years full-time, paid related work experience
- Previous experience in program implementation, grant writing, and staff supervision
- Experience collaborating with community partners
- Bilingual preferred (English & Spanish)

KNOWLEDGE OF:

- Issues impacting low-income families and individuals
- Methods and techniques of effective case management and assessment skills
- Social service programs and community resources
- Principles, methods, and techniques of effective program development, administration and management
- Evaluation processes and procedures
- Financial skills and budgeting principles and procedures

ABILITY TO:

- Provide direction and training, as assigned
- Solve complex situations and diffuse volatile situations
- Apply the policies, procedures, and regulations of the state and County departments in establishing eligibility for social services and public assistance
- Approach problems proactively with a solution focus
- Communicate effectively both verbally and in writing
- Establish productive working relationships with program staff, clients, and other professionals
- Work independently in a multiple-site setting
- Prepare comprehensive, accurate reports
- Access community resources and form collaborations

COMPENSATION

The salary is commensurate with experience within the range of \$65,000 - \$85,000.

HOW TO APPLY

Please submit a resume and cover letter to jobs@svcommunityservices.org. Sunnyvale Community Services is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.