MERCED COUNTY COMMUNITY ACTION AGENCY
1235 W. Main St., Merced, CA • (209) 723-4565 • FAX (209) 723-1543
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-Johnson
Executive Director

JOB DESCRIPTION

HOUSING PROGRAM MANAGER II

HOUSING & SHELTER SERVICES

OVERVIEW:

This is a management position, under the supervision of the Community Services & Housing Director. This position performs administrative functions in the areas of management, budgeting, purchasing and personnel. Prepares documents, reports monitors grants, writes grants and administers multiple programs related to housing. This is a non-exempt position.

ESSENTIAL FUNCTIONS:

- Directly supervise, evaluate and train component staff.
- Assist with research and analysis of program needs.
- Administers grant programs.
- Recommend and implement program budgets.
- Prepare contracts, agreements and proposals.
- Oversee homeless shelter operations to include scheduling maintenance and repair.
- Communicate with and monitor field staff.
- Attending various community meetings/boards.
- Complete all program reports.
- Solve program emergencies with availability 24 hours/day.
- Assist with tasks that will align the Housing Program with the Agencies objectives.
- Sets policy and procedures for various housing programs.
- Manage referrals and authorizations from local Medi-Cal health plan for Short- Term Post Hospitalization beds.

EMPLOYMENT STANDARDS:

Education:

Associate of Arts or Science degree in business, computers, or social services. Work experience may be substituted for 3 years' experience for each required year of education.

Experience:

Previous work experience with the homeless and familiarity with the behaviors that are associated with homeless. Experience coordinating several activities, community involvement and program guidelines. Previous supervisory experience (minimum 3 years). Prior experience with community programs involved with direct client assistance.

Knowledge and Abilities:

- Ability to work with community resources.
- Knowledge of government grants.
- Ability to work with MS Office and other computer software.
- Ability to work independently.

- Ability to monitor and evaluate program effectiveness and communicate program needs both orally and in writing.
- Maintain confidentiality, work harmoniously with staff, clients, volunteers and partners.

LICENSES AND OTHER REQUIREMENTS (PHYSICAL):

1. Valid California Driver's License, reliable transportation and proof of minimum California vehicle insurance.
2. Ability to walk, stoop, and squat as needed; be able to lift and carry in excess of 40 pounds and to sit as much as 75% of scheduled time.
3. Available to travel out of area for training and conferences, occasionally.

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED KNOWLEDGE AND ABILITY FOR THE POSITION

SALARY RANGE:

	Step 1	Step 2	Step 3	Step 4	Step 5
72.4	$28.02	$29.44	$30.91	$32.46	$34.09

BENEFITS: Medical (Employer Contribution), Dental & Vision (Paid by employer 100% if Medical is waived), Life Insurance (100% paid by employer), 403B Plan (Employer match up to 7%), and Step Increases of up to 5% after 1 year of employment.

JOB SITE: MERCED

HOURS: 40 hours per week (Monday-Friday; 8:00am-5:00pm)

APPLY AT: MCCAA, 1235 W. Main St., Merced | www.mercedcaa.org (APPLICATION IS A MUST)

DEADLINE: Open until filled

NOTE: POSTMARKS WILL NOT BE HONORED

THIS IS NOT A COUNTY POSITION