



JOB POSTING FOR DIRECTOR OF ADULT OUTREACH PROGRAMS

WSLB has an immediate opening for the position of Director of Adult Outreach Programs. This is a full-time, exempt position. As part of the agency Management Team, this position is responsible for overseeing agency outreach programs for adults, with a focus on CalWorks programs.

JOB RESPONSIBILITIES

Program Management:

- Supervises all Adult Outreach and CalWorks staff and programs
- Supervises and ensures proper documentation of program services including crisis intervention, intakes, case management, counseling, advocacy, and other support services
- Schedules, supervises, and evaluate all program staff, and institutes disciplinary actions whenever necessary
- Assists Executive Director to recruit, screen, and supervise all program staff
- Provides direct client intervention, crisis management and other services as demanded by client volume
- Works with the Director of Development with grant statistics and writing proposal sections as necessary
- Assists in preparing proposal budgets, invoices, budget modifications, and financial reports for various grants
- Works with Volunteer Coordinator to ensure screening and proper placement and oversight of agency volunteers
- Coordinates and presents cross-training activities, events and functions with collaborating service providers, social service providers, medical service providers, legal service providers, educational institutions, and other agencies as necessary.
- Participates in community outreach projects to educate the community and create awareness of domestic violence concerns; develops presentation materials and curriculum for such activities
- Conducts periodic case review meetings with all program staff as necessary
- Works with Executive Director to develop and implement program and agency policy changes to ensure continued quality services for clients
- Prepares monthly service summary for and works with the Director of Finance and Administration to ensure the timely submission of CalWorks program invoices.

Data Collection Management

- Gathers, compiles, and inputs all agency program data and provides periodic reports to the executive director as requested
- Prepares monthly Adult Outreach reports for review by Executive Director and the Board of Directors
- Ensures the quality of documentation of services and the timely submission of program reports, especially as it relates to program-specific audits
- Maintains data management programs, and trains all staff users as necessary
- Assists in creating and maintaining functional time sheets for accurate time reporting by staff
- Attends technical training seminars and collaborative meetings as required; attends periodic management and staff meetings as required.

Agency and Administrative Support:

- Works in cooperation with the Management Team staff to support the agency’s needs as a whole
- Attends technical training as required for the position (whether on program or data collection)
- Attends collaborative meetings, seminars, webinars, etc. as necessary or directed by Executive Director
- Assist clients and answer phones as necessary
- Other duties as assigned.

Minimum Education/Training Required Bachelor Degree and/or minimum of 3 years in program coordination and supervision. 40-hour training required .	Minimum Experience Required Minimum of 3 years’ experience overseeing programs and compiling statistical reports.
License, Registration or Certification Required Valid CA driver’s license; valid auto insurance.	Skills Required Manager with strong program, personnel and supervisory skills. Experience in team/staff building, development and training. Excellent computer skills with emphasis on Microsoft Excel program for statistical purposes. Must have excellent time management and scheduling skills. Must be a self starter and able to take the initiative on projects.

TO APPLY FOR THIS POSITION PLEASE SEND COVER LETTER AND RESUME BY EMAIL TO:

Wendy Asman, Executive Director at wasman@wslb.org

NO PHONE CALLS PLEASE