



## Field Director, Disaster Case Management Program

Sacramento, CA 95814

\$72,000 - \$82,000 a year – Full-time

Closing Date: 12-31-2020

### To Apply:

Please review this announcement carefully. Please submit a resume, cover letter, and three professional references to Cynthia Martinez ([cynthia@catholiccharitiesca.org](mailto:cynthia@catholiccharitiesca.org)).

### Background:

Catholic Charities of California, Inc. (CCC) is a 501(c)(3) non-profit public benefit corporation. CCC is the state-level office representing California's 12 local Catholic Charities organizations (LCCOs). California's LCCO network is the largest non-profit provider of social services in the State.

CCC applies for and administers statewide and regional social services contracts and grants on behalf of LCCOs. CCC functions as the single point of contact with funders, provides contract management services and operational support to participating LCCOs, monitors LCCO progress on contract deliverables, and works with LCCOs to resolve program and contract issues.

### Responsibilities:

This full-time (1.0 FTE) position will lead in-the-field implementation and operations statewide for the Disaster Case Management Program (DCMP). This position will also be responsible for engaging regional service resources and Long-Term Recovery Groups in each impacted county/region. This position is responsible to:

- Provide leadership, technical assistance, to local provider organizations (LCCOs) to effectively implement DCMP services in all impacted counties.
- Travel to LCCOs statewide on a regular basis to participate in meetings and interact with LCCO DCMP staff.
- Support LCCOs statewide to develop and retain staff to ensure continuity of program.
- Provide input to management for annual budget preparation.
- Stay current in the field disaster response, recovery, and case management.
- Work with other program staff (e.g., Program Director and Data Director) to fulfill program reporting requirements.
- Monitor in-the-field program compliance and performance and keep management apprised management of any issue as they develop. Provide recommendations.
- Complete required administrative duties for in-the-field program activities.

- Network with other county-, regional-, and state-level professionals in the field.
- Attend training as assigned to enhance knowledge and training skills.

As an employee of CCC, this position is responsible:

- For the day-to-day operational effectiveness of the services under his/her supervision.
- To build strong relationships with county-, regional-, and state-level stakeholders.
- For keeping the Program Director and Management apprised of specific areas requiring attention and for recommending and implementing appropriate action.
- For monitoring, reporting, auditing, and evaluation of his/her program.
- For monitoring the services being provided in relation to specific contract standards.
- For recommending modification/corrective action as needed to ensure contract fulfillment.
- To maintain strong, effective working relationships with LCCO and funder staff.
- To produce work that aligns with CCC's standards of excellence.
- To work independently to ensure that all assignments are completed promptly.
- To provide high-quality support to the Program Manager as requested.

**Required Qualifications:**

- Bachelor's Degree with at least 8 years of progressive work experience in a closely related field (e.g., disaster response/recovery, social services, program management); or a Master's degree in related field such as social work, non-profit management, or public administration.
- Excellent written and verbal communication skills.
- Ability to work as a positive, enthusiastic member of a team.
- Ability to work independently with minimal supervision as needed.
- Excellent organizational skills and ability to reliably meet all deadlines.
- Advanced computer skills, including proficiency in MS Office.
- Comfort building and working with spreadsheets, including skill utilizing formulas in Excel.
- Ability to efficiently resolve problems with excellent judgement and minimal support.

**Summary:**

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| Job Type                    | Full-time, limited term (20 months)  |
| Salary                      | \$72,000 - \$82,000/year DOE   |
| Job Location                | Statewide; telecommute plus travel   |
| Job Hours                   | 8:00am-5:00pm, Monday-Friday   |
| <b>Required Education</b>   | <b>BA with 8 years' related experience OR MA in related field</b>  |
| <b>Preferred Experience</b> | <ul style="list-style-type: none"> <li>• <b>Program Management: 3 years</b></li> <li>• <b>Non-Profit Management: 3 years</b></li> <li>• <b>Contract Administration: 2 years</b></li> </ul> |
| Benefits                    | Health insurance, vision, dental insurance, retirement   |