



JOB ANNOUNCEMENT

Employment Program Manager-Southern California San Diego, CA

The Organization:

CSH transforms how communities use housing solutions to improve the lives of the most vulnerable people. We offer capital, expertise, information and innovation that allow our partners to use supportive housing to achieve stability, strength and success for the people in most need. CSH blends over 20 years of experience and dedication with a practical and entrepreneurial spirit, making us the source for housing solutions. CSH is an industry leader with national influence and deep connections in a growing number of local communities. We are headquartered in New York City with staff stationed in more than 20 locations around the country, including San Diego, CA.

The Position:

CSH is seeking an energetic, results-oriented Supported Employment Program Manager (PM) to work in San Diego. The ideal candidate is an accomplished professional with strong skills in project management, managing multiple projects and priorities with the proven ability to work well both independently and within a multi-disciplinary team environment. Applicants should be highly motivated, inspired and creative individuals who are able to link policy to “on the ground” practice. Candidates should have experience and familiarity with supported employment and employment models for vulnerable populations. Direct experience with employment programs and supportive housing is strongly preferred.

Responsibilities include: advancing and coordinating Technical Assistance activities under the Mental Health Services Act (MHSA), leading Supported Employment Technical Assistance efforts and expanding the capacity of CSH-San Diego. The PM will work with local providers and government to effectively provide technical assistance to increase employment opportunities for persons with behavioral health issues. Responsibilities will include technical assistance to supportive employment partners, convening and facilitating meetings, developing and delivering training, developing recommendations and reports, advocacy, program development, research, monthly tracking and reporting, and external communications.

Responsibilities:

- Lead the implementation of MHSA Employment Technical Assistance in the San Diego region.
- Lead CSH’s programmatic responses to MHSA Technical Employment Consultant contract
- Work effectively in close collaboration with CSH’s MHSA Employment TA partner, San Diego Workforce Partnership.
- Convene and facilitate meetings throughout the year focused on identifying and implementing strategies to increase supported employment in the region.
- Represent CSH in internal and public forums, including CSH committees, training sessions, public presentations, and meetings with external partners, policymakers, and stakeholders. Design and deliver trainings as needed.
- Implement and oversee reporting systems, and other tracking tools, related to CSH’s reporting requirements. Reporting requirements include a monthly summary report. Communicate in a timely fashion with the County contract representatives via email, fax, telephone, voice mail and/or phone messaging services.
- Plan and coordinate meetings and training sessions by participating in planning groups; preparing agendas and notes; acting as liaison with CSH teams and external consultants on various issues; tracking assignments, due dates and completion.
- Assist in the development of supported employment strategies and analyses
- Maintain a calendar of CSH’s program activities.
- Proactively create and maintain relationships with staff, community partners and other key stakeholders.
- Occasional travel within California and other states required.
- Perform any other organization related duties or special projects as directed by the Director-San Diego or Managing Director.

Qualifications:

All CSH staff share a common competency framework. This guides our approach and in turn, helps us create value. Successful candidates will be adaptive, entrepreneurial problem solvers with a demonstrated commitment to social justice. Their work will be driven by strategic thinking and executed with creativity and flexibility with an ability to adapt approach, strategy, and tactics rapidly in response to changing information or program need. It is important to articulate and strategically pursue new visions and ideas for supportive housing, and the role it can play in solving complex problems.

Strategic:

- Ability to assess situations and opportunities and translate them into plans of action. Understands how to work through formal channels, informal networks and with partners in varied public sectors and philanthropic settings.
- Ability to persuade others and make vision sharable.

Pragmatic:

- Effectively manage many projects simultaneously; including large multi-site, multi-year programs and ensuring program compliance are required. Must be adept taking initiative and pursuing program goals with minimal supervision.

Collaborative:

- Ability to establish excellent relationships and work cooperatively with individual, groups and organizations that are diverse in mission, composition, function, capacity and geographic location.
- Ability to find common ground and effectively facilitate discussion among stakeholder groups with divergent views.
- Skilled in developing and delivering cogent and compelling presentations to varied audiences.

Accountable:

- Strong analytical, interpersonal, presentation and written and verbal communication skills.
- Sets a high focus for personal and team performance with a focus on results.
- Proven ability to build collaborative relationships, work with colleagues and external audiences and partners in the areas of employment, public policy, systems change, housing development/operations, and/or the delivery of supportive services.

- Bachelor's degree or advanced degree in related field strongly preferred. Experience may substitute for education.
- Minimum of three years of progressively responsible experience in public or nonprofit employment or social services setting which includes supported employment, community development, support services, vocational services, program management and/or coordination with community-based organizations serving adults with serious mental illness.
- Familiarity with relevant state and local policy as well as employment funding sources.
- Excellent verbal and written communication skills.
- Strong organizational, project management, research, and analytic skills.
- Excellent computer skills including extensive knowledge of Microsoft Office; skills in data analysis and management, graphic design a plus.
- Eagerness and ability to manage a diverse set of tasks.
- Skilled in facilitation, team building, forging collaborative partnerships, and developing and maintaining strong relationships within the community and in convening and engaging people from diverse groups and sectors.
- Ability to realistically assess capacity and provide technical assistance on a group or individual basis.
- Must have the ability to work independently with minimal supervision, exercise solid judgment on a range of issues, and be able to represent CSH in public forums with a high level of professionalism.
- Demonstrated ability to work effectively with professional staff, government agencies and community-based organizations.

To Apply:

Candidates should submit a resume, salary expectations, and cover letter describing their interest in the position to:

jobs@csh.org

CSH is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves.