



JOB ANNOUNCEMENT – PLEASE POST

Wildfire Recovery Program Manager Douglas County	
Housing Stabilization	Closing Date: Open until filled
Budgeted Hours: 40 hrs/wk-	Salary: \$26.00 - \$32.00 Plus generous benefit package

DRIVING RECORD: Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 3-5 days for delivery and longer for out of state.

BACKGROUND CHECK: Must be able to pass a background check & fingerprint ran by Oregon Department of Human Services.

THE POSITION: Plan, organize, direct and evaluate wildfire recovery operations, program delivery and sub recipient activities related to housing stabilization in affected identified area(s), and case management activities as outlined by Supervisor. Provide program leadership in rapid rehousing and stabilization practices, oversight for program operations, goals and outcomes related to wildfire recovery and survivor support. Oversee and deploy program policy and procedures to assure compliance of performance and contractual standards and regulations. Provide and/or secure program delivery team training and resources that benefit the service population and sub recipient performance. Serve as member of agency operations team. **Essential Functions of the Job:** 1. Implement, monitor and evaluate services of Wildfire Recovery assistance programs, in alignment with Supervisor(s) directives, and in accordance with all contractual obligations. Ensure compliance with all performance standards and regulations. Ensure that services are provided with a client centered, trauma informed practices and are provided in a manner that reflects the core values of the agency. Establish program work plans with appropriate timelines and activities upon approval of leadership. Maintain awareness of regulations, trends and issues that affect program, and share best practices guidance with leadership. Collaborate with Supervisor to achieve program work plans with appropriate time lines and activities. 2. Develop, manage and monitor program budget expenditures and benchmarks to ensure cost control and achieve programmatic goals. Coordinate with Chief Financial Officer, Compliance/ Data Integrity Manager and Chief Operations Officer to ensure contract and grant activities are thorough and accurate completion of required annual planning, program reports, grant proposals, work plans and contracts are attained. Responsible for reports, program contracts, and data utilized for additional funding applications and grants to enhance and expand services in response to identified community needs. Actively work to grow program and agency services in response to Wildfire Recovery community needs and funding opportunities. 3. Collaborate with staff, other programs and sub recipients to secure resources and outreach to wildfire survivors that helps recovery and resiliency among impacted persons. Provide program delivery support, housing information, community resource identification and referral, networking, linkages and advocacy to other community resources. Work with area landlords to establish partnerships to address gaps housing recovery work. 4. Develop and maintain program forms, operating manuals and plans, policies and procedures ensuring consistency of policies and implementation; promote consistent exchange of information with sub recipients, vendors and other partners. Establish and maintain records for all program components and accounts as directed. 5. Promote UCAN programs to the community through attendance at meetings with partner agencies and organizations, presentations and media involvement. Serve as liaison between UCAN and related statewide, regional and national programs, ensuring the national and regional policies and procedures are communicated and implemented in a timely manner, as assigned. Represent UCAN as assigned with public entities. Be an advocate in the community for homelessness and emergency energy awareness. 6. Be an active and strong supporter of UCAN and its mission within the agency, with colleagues, partner agencies, program participants, and in the community in general. Maintain professional, involved and collegial relations with all necessary partner agencies. Coordinate and maintain appropriate program advisory boards.

MINIMUM QUALIFICATIONS: Demonstrated competency found commonly through achieved Bachelor's degree in human services, business administration, community/case management, housing & houseless services or a related field and at least 4 years work experience in program management which includes supervisory and budget experience, grant writing and case management, housing & homeless services OR satisfactory equivalent combination of education, experience and training upon screening. At time of appointment, must possess valid Oregon driver's license. At time of appointment, must pass criminal background check and successfully meet all screening standards when required by department funding source(s).

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of** Thorough knowledge of social services practices, case management protocols, trauma informed care; ability to identify problems/solution ; understanding of low income/homeless people and the causes of poverty and homelessness; considerable knowledge of community resources; considerable knowledge of and experience in empowering individuals, considerable knowledge of principles and practices of effective administration including public relations, personnel management and fiscal management to develop, implement and evaluate programs. **Skill in:** Budget development and administration; use of automated equipment and systems; report preparation, file review/compliance ; data integrity; public speaking; professional relationship building; positive employee supervision, and effective problem solving; working with people in crisis; organizational skills; good record keeping skill. **Ability to** Communicate effectively in both oral and written forms; maintain confidentiality; develop and implement operational and administrative policies; analyze and evaluate operations and develop and implement corrective action to resolve problems; establish and maintain recordkeeping systems and reports; make decisions independently in accordance with established policies and procedures, establish new policies; motivate and lead support staff using a collaborative team approach; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively

with and build and maintain positive working relationships with coworkers, state and federal officials, community partners, clients and the public. Must follow all safety rules and practices, and perform work in a safe manner.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require bending, carrying, keyboarding, lifting up to 25 pounds (occasionally more), pushing, pulling, reaching, sitting, standing and walking. Work is typically performed under reasonable good working conditions. Work requires continuous mental and/or visual attention.

APPLY ON LINE OR SUBMIT COMPLETED UCAN APPLICATION TO:

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
541-492-3913 FAX 541-492-3921

Or Online: Application on website: www.ucancap.org

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