

Assistant Program Director - FVCC

St. Vincent's is seeking a Full-time (40 hours per week) Assistant Program Director to assist the Program Director in all administrative functions and operations at the Fr. Virgil Cordano Center (FVCC). He/she will assist the Program Director to develop and implement program components to meet the goals set forth by the Collaborative Board of the Center. This individual will also be responsible for implementing approved administrative policies and procedures, assisting clients through referrals, case management, and other related services. Additional services include networking with community agencies and organizations to promote collaboration, and assuring the non-duplication of services where it is evident that those currently provided are adequate for the needs of the local community.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Works in a team environment with the Program Director in carrying out the administrative functions and operations of the Center.
- Conducts the intake process for members of the Companionship Club. Provides an orientation to new members of the Club on the responsibilities of Club Membership. Keeps records of all members of the Companionship Club.
- Assists in maintaining a safe environment by continually monitoring the immediate site and premises while enforcing the Center's policies.
- Distributes personal hygiene items to members as needed.
- Distributes mail to members who have mail address at the Center.
- Assists in the general upkeep and cleanliness of the facility.
- Assists with meal menu and assignment of Volunteers for meal preparation and meal service.
- Responds to phone calls and greet visitors.
- Assists with laundry services at the laundromat.
- Makes photo copies, fax documents and perform other clerical functions.
- Assists in documenting and submitting Food Rescue forms and other required forms.
- Assures adequate and timely availability of supplies for the Center.
- Makes safe and healthy boundaries a day-to-day priority for all engaged in work, volunteering or support of the Center.
- Maintains professional, respectful and peaceful relationships.
- Maintains a commitment to excellence in all of the Centers' services.
- Assists the Program Director with the preparation of reports to the Vice President of Mission Integration & Archives.
- Performs related duties, special assignments and projects as required by the Program Director.

QUALIFICATIONS

- BA/BS in Social Work is preferable or equivalent experience
- Good communication skills: Able to communicate clearly and effectively in verbal and in written communication.
- Ability to de-escalate conflict.
- Committed to working with the underserved and homeless population.
- Determination and persistence.
- Ability to work in a team environment with co-workers and volunteers.
- Problem-solving skills.
- Ability to use Microsoft Office.
- Good work ethic, honest and flexible.

Must pass criminal background and fingerprint check, pre-employment physical with negative TB test, and have valid California Driver's License with clean DMV record.

Compensation depends on experience. Benefits eligible position after 60 days including health insurance, dental insurance, vision insurance, life insurance, retirement plan, gym stipend, paid time off (PTO), paid holidays, and a Generous Preschool Enrollment Discount at our Center.

*** Educational Reimbursement of up to \$1,000 per quarter/semester**

Please submit your Cover Letter and Resume to Human Resources via this job posting, or fax to (805) 967-7508. EOE.

NO PHONE CALLS PLEASE

St. Vincent's is a Roman Catholic organization sponsored and operated by the Daughters of Charity of St. Vincent de Paul, which provides programs for children, families, and seniors that are based on community needs. St. Vincent's is the longest continuously operating human service agency in Santa Barbara. St. Vincent's began operations in 1858. For more information, please visit our website at <http://www.stvincents-sb.org>