**Program Manager**

**Supportive Service for Veteran Families**

The St. Vincent de Paul Supportive Services for Veteran Families (SSVF) program is accepting applications for a **Program Manager.** The person in this position will be responsible for the SSVF team, program delivery, building/maintaining relationships with community partners, and promptly responding to ongoing grant compliance requirements in accordance with the SSVF Program Office and Department of Veterans Affairs, while understanding and observing SSVF and St. Vincent de Paul (SVdP) policies and procedures.

The Program Manager’s primary goal (≈75% of the time) is to oversee all program staff. Final authorization of eligibility, enrollment, re-certifications, and TFA requests. Reports to SVdP Supportive Housing Director.

The secondary goal (≈25% of the time) is monthly uploads to HMIS Repository, a data quality requirement. Point of contact for community partners to resolve any concerns that may arise with SSVF staff members. Participates in staff hiring, orientation, and reviews. May also assist with disciplinary actions and terminations for program staff.

**Job Description:**

* The SSVF Program Manager has been tasked by the National Office in collaboration with the VA to ensure the advocacy of marginalized veterans, defined as, “a person who served in the active military, naval, or air service, regardless of length of service, and who was discharged or released there from, excluding any one who received a dishonorable discharge or was discharged or dismissed by reason of a General court-martial (PL 114-315; 38 USC § 2002(b)).”
* Oversees day-to-day operations, participates in all SSVF required trainings, monthly calls with the SSVF Regional Coordinator, and supervision with management;
* Maintains collaborative relationships with the community partners;
* Jointly facilitates the recruitment and hiring process for the SSVF team with the Case Manager Lead or Director of Veteran Services to fill vacant positions, supervises SSVF staff, provides performance evaluations to SSVF employees, approves all staff time sheets and ensures appropriate staffing for daily office coverage;
* Communicates program requirements to staff, veteran families, and the community;
* Provides SSVF staff with onboarding and ongoing professional development opportunities
* In conjunction with the Supportive Housing Director/Director of Veteran Services, resolves administrative  and personnel issues;
* Other duties as assigned.

**Minimum Qualifications:**

* Possesses a valid driver’s license and drives participants in a company vehicle;
* Possesses a BS/BA in a social services field or commensurate, related social services and case management experience;
* Must be able to pass a drug screen (including marijuana), a background check, and other St. Vincent de Paul hiring requirements.
* Able to proficiently use PC or Apple computer devices and software programs including databases, word processing, spreadsheets, internet browser, email, tablets and smartphones (Apple or Android), office equipment including fax machines and copiers;
* Understands and follows complex written and oral instructions, rules, and procedures.

**Required Qualifications:**

* Experience working with unhoused population(s), including veterans;
* Has an understanding of the causes of being unhoused as well as systems and processes used to help individuals secure and retain affordable housing, and obtain needed community services;
* Demonstrated management and leadership history;
* Established history of collaboration within a dynamic environment
* Experience providing supervision to 12 or more employees;
* Exhibits excellent negotiation, de-escalation, and mediation skills;
* Proficiency in accounting and budgeting principles;
* Proven ability to successfully problem solve;
* Exhibits excellent time management skills;
* Adept at public speaking/presenting to the community;
* Successful fundraising experience;
* HMIS proficiency
* Demonstrated ability of diplomatically navigating complex situations;
* Creative, driven, outgoing;
* Attends work as scheduled.

**Preferred Qualifications:**

* Has experience working with individuals and families with mental health issues, physical disabilities, chemical dependency, and/or domestic violence or other abuse history and may currently be in crisis;
* Has experience working with the VAMC, and local community social service resources and partners

**Benefits:**

* Health, Vision, and Dental insurance offered at 90 days
* Employee Assistance Program
* Employee discount
* Flex time
* Vacation and holiday pay

Location: Eugene, Oregon

Remote job: No

Telework eligible: No

Travel required: Yes, frequent travel throughout Lane County

Relocation expenses reimbursed: No

**Compensation:** $27.00 - $30.00. Exempt

**Please fill out a St. Vincent de Paul application and submit it with your resume. The application can be found at www.svdp.us or at 2890 Chad Drive, Eugene, Oregon.**

Disclaimer: All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, gender, age national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation benefits and all other employment considerations will be administered without regard to race, color, religion, gender, age, national origin, disability, or any other trait protected by applicable law. Veterans are encouraged to apply.