

Next Step Center
A division of Vietnam Veterans of California, Inc.

JOB DESCRIPTION

Job Title: Site Director

Job Summary:

The Site Director is a management level position with full responsibility for personnel, program activities, and service delivery at the Next Step Center in Menlo Park.. This person directly oversees and is accountable for the success of employment/training, housing, case management and other services for veterans in Santa Clara and San Mateo Counties Under limited supervision, reports to the Regional Director.

Job Duties:

1. Ensure the efficient and effective delivery of program services to all clients. Protect client records and information according to state and federal regulations. Assure client confidentiality is maintained at all times.
2. Routinely evaluate the success of current program policies, procedures and services and take proactive steps to mitigate problems. Assess client needs and develop new services and/or programs to meet those needs.
3. Ensure compliance with program grant and contract requirements and the timely submission of all required documents and reports. Ensure that MIS requirements are met.
4. With the assistance of Corporate fiscal staff, develop an annual site budget. Track all expenditures and maintain a balanced budget for all programs. Account for all spending activities; oversee procurement and contracting activities at the site. Maintain the site Impound Account, and record & monitor all spending activities. Ensure compliance with VVC, state, and federal fiscal policies and regulations.
5. Provide effective, executive leadership for NSC staff. Hire, supervise, evaluate, and discipline staff and volunteers. Conduct regularly scheduled staff meetings and trainings as needed.
6. Ensure continuous and accurate client demographic information is entered into the VVC database. Utilize the data to assess client needs, develop reports and evaluate program effectiveness.
7. Develop and submit proposals and applications to current NSC funders as required, utilizing grant writers as needed. Research & identify new funding sources to supplement or expand NSC services.
8. Act as liaison to local, state and national levels of government. Remain up-to-date on policies and trends at these levels that may affect client services and program stability.

9. Design, implement and manage new projects to expand and enhance client services, particularly in areas of housing to meet the needs of veterans. Contribute to VVC's strategic planning process and assist with the implementation of agency goals and objectives.
10. Establish and maintain positive relationships with community partners, government representatives, business leaders and local CBO's. Attend meetings and participate in the planning process for the local Workforce Investment Act Board and County Continuum of Care. Attend other relevant state and local meetings/workshops.
11. Serve as a member of VVC's Management Team. Attend Site Director meetings and other agency meetings as required.
12. Perform other duties as assigned by the Regional Director.

Required Job Skills:

1. Advanced computer skills. Direct experience with word processing programs, spreadsheet development, and database functions.
2. Excellent written and verbal communication skills. Accuracy in grammar, spelling, and punctuation. Ability to give formal and informal group presentations.
3. Ability to design, develop, and implement new programs or projects.
4. Ability to access and understand state and federal laws and regulations relevant to NSC programs.
5. Ability to organize and interpret data and information related to clients and programs and to convey that information in written and computer formats.
6. Strong leadership skills. Ability to form and manage an effective work team and to hire, evaluate, and terminate employees and volunteers. General knowledge of personnel laws.
7. Exceptional people skills. Ability to maintain a professional disposition and remain positive and supportive in the performance of job duties.
8. Ability to work in a stressful environment and interact with people from diverse backgrounds, including clients in varying stages of mental and physical health.
9. Physical ability to drive a car and sit at a desk/computer workstation for extended periods of time.

Qualifications:

Bachelors Degree in a related field. A minimum of three years experience in program management, budget development, and staff supervision. Knowledge of government and nonprofit employment, training, and housing programs. U.S. Veteran status desirable. EOE

Offering:

Full time, exempt position. Annual salary range: \$60,000 - \$70,000 Comprehensive benefit package.

To apply, please visit www.vietvets.org and follow the instructions under Employment Opportunities. Mail hard copy of the cover letter, resume and application to...

VVC

P.O. Box 378

Santa Rosa, CA 95402