



**JOB TITLE / ASSIGNMENT:** Homeless Prevention Program Manager  
**REPORTS TO:** Director of Programs  
**CLASSIFICATION:** Full time, non-exempt  
**Salary:** \$62,000 - \$70,000  
**Hours:** Monday – Friday, on-site

#### **ABOUT SOUTH COUNTY OUTREACH:**

For more than three decades, South County Outreach has been a leader in the fight to end hunger and homelessness in Orange County. We believe that helping people help themselves is the most effective way to build a self-sustaining community. Through the implementation of programs like our homeless prevention program and food pantry, which distributes over 700,000 pounds of food and keeps nearly 2,000 children fed each year, South County Outreach continues to do what we do best—housing hope and ending hunger.

#### **OVERVIEW OF THE POSITION**

This position provides direction and support to a variety of programs that are designed to help low-income households move from dependency to self-sufficiency. These include Rental and Utility Assistance, CalAim, Family Solution Collaborative, housing search, and landlord/client relations. This position serves as an agency expert on available resources in Orange County for at-risk populations.

#### **DUTIES AND RESPONSIBILITIES**

- Develop and implement innovative homeless prevention strategies tailored to our community's unique needs, emphasizing proactive approaches to address housing instability.
- Lead the implementation of the CalAim program, ensuring alignment with organizational goals and compliance with program guidelines and regulations.
- Supervise and mentor a dedicated team of case managers, empowering them to provide comprehensive support across CalAim, diversion, poverty prevention initiatives and Access Point.
- Enhance and maintain a strong relationship with the FSC to support our homelessness access point.
- Oversee the day-to-day operations of our prevention programs, optimizing efficiency and effectiveness to maximize impact.
- Collaborate closely with internal stakeholders to identify areas for program improvement and innovation, driving continuous enhancement of our services.
- Monitor program outcomes and impact, leveraging data-driven insights to inform strategic decision-making and drive positive change.
- Cultivate partnerships with community organizations, government agencies, and stakeholders to expand our program reach and effectiveness.
- Stay informed of best practices, emerging trends, and developments in homeless prevention, integrating cutting-edge insights into our program strategies.

#### **KNOWLEDGE/SKILLS/ABILITIES**

- Excellent interpersonal and communication skills.
- Ability to work independently, and part of a team.
- Meet all requirements for confidentiality of business and client information.
- Meet all requirements for coordination of information, data, filing, and records retention.
- Maintain knowledge of organizational policies and procedures.
- Meet all applicable safety requirements of the position.
- Organize workload throughout the day to meet project timelines and deadlines.
- Ability to foster a positive, professional image for South County Outreach in the community.
- Strong attention to detail and deadlines.



#### **ORGANIZATIONAL RESPONSIBILITIES**

- Attends and participates in relevant staff and/or board and committee meetings, and trainings.
- Responsible for developing/maintaining positive, effective working relationships with team members.
- Performs other duties as needed and/or upon request.
- Background in or understanding of data and processing.

#### **MINIMUM QUALIFICATIONS/EDUCATION AND/OR EXPERIENCE**

- Bachelor of Arts or Bachelor of Science degree in social work or equivalent
- 3+ years supervisory experience required.
- Ability to navigate the local Orange County social services arenas, such as Medi-Cal, CalOptima, food stamps/GR, ID services, social security and other social service or behavioral health providers.
- Criminal background check and Live Scan clearance required.
- Current valid California state driver's license, insurance, and vehicle with good driving record.
- Excellent active listening and communication skills with ability to exercise and model good judgment.
- Ability to manage multiple tasks and priorities, including proficiency in balancing direct service responsibilities with data management responsibilities.
- Strong administrative skills and database familiarity; proficiency in MS Office Suite required.
- Ability to be flexible with schedule and tasks as needed; occasional Food Pantry work may be required.
- Oral and written fluency in English (Spanish or other Multi-Lingual a plus).

#### **TO APPLY:**

Please contact Cassie Oseguera, Director of Programs, at [coseguera@sco-oc.org](mailto:coseguera@sco-oc.org) and use "Homeless Prevention Program Manager" in the subject line.