



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Posted: March 27, 2023

Open until filled

\$1,000 HIRING BONUS

(After completion of 6-month probationary period)

POSITION: PROGRAM DIRECTOR

PROGRAM: MEALS ON WHEELS OF SANTA CRUZ COUNTY

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:

Under general direction of the CEO, develops and directs the Meals on Wheels program, including, but not limited to the congregate dining and the home delivered meal components of the senior meal program; assists with overall management and program development of the Agency; performs related work as required.

DUTIES & RESPONSIBILITIES:

Program Leadership:

- Directs and participates in long- and short-range planning and goal setting for the program.
- Through subordinate managers and supervisors, directs day-to-day implementation of the program.
- Directs the development, implementation and coordination of information, education, activities and recreation support services for participants.
- Reviews federal, state and local regulations relating to assigned programs; implements procedural changes as necessary to assure compliance.
- Develops, implements and evaluates program goals; revises goals and operations to maximize services within funding limitations.
- Reviews menus which meet Older American Act Title III guidelines and development of ethnic and medically tailored meals.

- Establishes food safety standards, food purchasing specifications, procedures for food purchase, transfer, sanitation, cleaning procedures, storage, preparation and delivery to sites and home delivered meal recipients.
- Plans and coordinates with the congregate site managers' special events and food functions for seniors.
- Provides technical assistance for other food service programs being considered or implemented by the agency.
- Reviews program operations and procedures for cost effectiveness, efficiency and goal achievement, plans and implements improvements as required.
- Develops and implements strategies to meet the needs of diverse populations.
- Assists in overall Agency program development, management and evaluation for the Agency as assigned.

Fiscal Management and Resource Development:

- Directs and participates in the preparation of program budgets from multiple funding sources; monitors and evaluates such budgets on an ongoing basis; takes appropriate actions as needed.
- Directs the preparation of or prepares grant applications; directs and coordinates major fund-raising activities; makes funding appeal presentations to appropriate organizations, agencies, businesses and individuals.
- Directs the preparation of periodic and special reports and assures their timely submission to grant monitoring and regulatory agencies; prepares written materials including reports, correspondence, and procedures.
- Negotiates acceptable personal service and equipment and supply contracts in cooperation with the contracts department, purchasing staff and CEO.

Personnel Management:

- Ensures a positive, culturally sensitive work environment that supports staff and offers opportunities for effective collaboration, professional development, and staff evaluations; maintains a safe work environment that complies with established HR and CB policies and procedures, regulations and union contracts.
- Supervises staff to ensure the achievement of program objectives, including setting goals and expectations, monitoring progress, providing feedback, and implementing accountability measures.
- Promotes communications, decision making, and problem solving processes through staff meetings, telephone communications, memos and individual supervision meetings.
- Oversees all personnel actions across the program, such as hiring, promotion, evaluation, and discipline.

Advocacy:

- Actively participates in state wide and local advocacy efforts in support of senior services; involves staff and seniors as appropriate.

- Represents the program and the Agency in contacts with current and potential funding sources, governmental bodies, other human service agencies, community organizations, and the public, on both local and state wide levels.
- Develops and implements marketing strategies to target low income, frail and/or minority elderly.

Professional Conduct:

- Develops and maintains effective working relationships with other agency staff members, and with representatives of funding sources, governmental and community organizations, and others in regular contact with the Agency.
- Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
- Drives a motor vehicle incidental to the performance of the work.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency

MINIMUM QUALIFICATIONS:

Required:

- Any combination of experience and education that provides the skills, knowledge and abilities listed may be qualifying. Typical ways to obtain these qualifications would be:
 - Bachelor's degree in nutrition, nursing, gerontology, or behavioral health field or human services such as counseling, social work, community development, education, or a related field, and three to five years of responsible management or leadership experience.
 - 7-10 years of management experience in an institutional food service setting with applicable training and/or certification in nutrition, food preparation, and service
- Knowledge of program development, implementation, and monitoring principles and practices;
- Knowledge of management techniques, including administration, implementation, evaluation, facilitation, personnel practices and staff supervision;
- Experience effectively managing teams
- Experience developing and managing budgets
- Ability to effectively direct the work of others, including through subordinate managers
- Ability to read, interpret, and analyze complex regulations, policies, and procedures
- Experience reviewing program operations and implementing improvements to assure continuing, cost effective service, goal achievement, efficiency, and compliance with legislative regulations;

- Experience using standard computer programs such as Microsoft Word and Excel, Google suite, etc.
- Cultural competency and ability to communicate clearly and succinctly in English, orally and in writing
- Experience in and ability to independently organize and manage work to complete assignments accurately and on deadline
- Interpersonal skills to work collaboratively and effectively with people from diverse backgrounds
- Ability to analyze information, draw conclusions, and recommend solutions

Preferred:

- Advanced degree or certification in nursing, dietetics, or a related field.
- Knowledge of governmental and community programs which impact the senior population served.
- Knowledge of strategic planning and program development.
- Bilingual English/Spanish.

OTHER REQUIREMENTS:

- Must be willing to complete required training and/or certification in food service management and sanitation within 12 months of hiring.
- Must have a valid CA Driver's License, have access to drive a motor vehicle incidental to the performance of the work and be insurable.
- Must go pass criminal background check and maintain a clean record.
- Must be able to work at a computer for full workdays; some routine lifting and reaching requirements.
- Must have a valid CA Driver's License for work-related tasks as needed, have access to drive a motor vehicle incidental to this performance of the work and be insured.
- Must be fully vaccinated against COVID-19, including a booster shot when eligible.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place. Candidates are encouraged to apply even if they are not sure that they meet the minimum qualifications. Relevant experience, knowledge, and skills may be obtained through a wide variety of traditional and non-traditional means.

RATE OF PAY AND HOURS:

- The starting pay rate for this position is \$40.57-47.89/hr, depending on education and experience, plus (\$.40/.10 per hour bilingual/biliterate differential after passing a test administered by the HR department).
- This is an exempt, 40 hour/wk position.

- Typical hours of work are Monday-Friday from 8am-5pm, with some weekend, morning, and evening work required.
- Regular onsite attendance is required of this position.

BENEFITS:

- For employee: shared cost medical, dental, vision, life insurance and Employee Assistance Program. This benefit package is valued at \$9,766.92/year
- First year: 16 vacation days and 11 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 5% of annual salary, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Paid lunch.

TO APPLY:

- Please submit your Community Bridges application by email (recruitments@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext. 200.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.