



DATE	February 5, 2025
TIME	12:00 PM
LOCATION	CAPK Administrative Office Board Room 1300 18 th Street, 3 rd Floor Bakersfield, CA 93301

Personnel Committee Agenda

1. Call to Order

2. Roll Call

Denise Boshers (Chair)
Jonathan Mullings

Guadalupe Perez
Lily Pimentel-Stratton

3. Public Forum

The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

4. New Business

- a. CVAF Addition of Positions & Service Credit Award - **Action Item (p. 2-57)**

Lisa McGranahan, Chief Human Resources Officer

- b. Head Start Personnel Update – **Info Item (p. 58-59)**

Robert Espinosa, Program Design and Management Administrator

5. Committee Member Comments

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
March 5, 2025
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA 93301, and online at www.capk.org by 12:00 pm, January 31, 2025, by Paula Daoutis, Executive Assistant.



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Chief Human Resource Officer

Date: February 5, 2025

Subject: *Agenda Item (4a)*: CVAF Addition of Positions & Service Credit Award – **Action Item**

At the January 27, 2025 Board meeting, staff presented an overview of the plan to acquire the California Veterans Assistance Foundation (CVAF) and its employees in order to expand the services CAPK offers to the communities which we serve. As a part of this acquisition process, the existing CVAF staff are being hired as CAPK employees in order to continue to carry out the critical work that our community needs.

The process of hiring these staff members has followed the existing CAPK process to include livescan fingerprinting and DOJ clearance; recreation of job descriptions to mirror CAPK's format and content structure; a thorough study of each position and competency assignment by the utilization of our compensation tool, CompEase; and finally, an equity study to assign compensation at a commensurate rate with existing CAPK positions and responsibilities. Both CAPK leadership, including Human Resources and CVAF leadership, were present for these evaluations to ensure alignment and collaboration between the two agencies.

In further assessment of the incoming CVAF employees, Human Resources staff evaluated the tenure of each staff member so as to determine the service credit potential and the fiscal impact of honoring service credit. In this evaluation it was discovered that only four (4) incoming employees have lengthy tenure and thus, honoring service credit has minimal fiscal implications as the existing funding sufficiently pays for the staff in total. Further, we are able to demonstrate our commitment to employee well-being by honoring service credit; employees will start their CAPK employment with some time off accruals on which to rely if needed.

In furthering our commitment to employee well-being, we are also proposing to honor service credit with respect to employee benefits, specifically the retirement tenure and related vesting schedule. This will allow the incoming CVAF employees to enjoy the richer benefit and eligibility of both the 401A and 403B plans. Further, with the proposed hire date of March 10, 2025, existing CVAF employees will retain their current benefits coverages and be eligible for CAPK health and related benefits effective April 1, 2025. This allows for no break in benefit coverage for employees who choose one of CAPK's plan options.

The current staffing profile of CVAF is: 17 existing full-time employees; 5 current full-time vacancies; 2 temporary employees for an overall total of 24 staff members.

Attached you will find each of the job descriptions for each of the new fourteen (14) roles that are proposed to transition to CAPK effective March 10, 2025.

Fiscal Impact:

In concert with our Chief Financial Officer, it has been confirmed that existing funding from CVAF, that will also transition to CAPK on or around March 1, 2025, is sufficient to cover the incoming staff-related expenses in full.

Recommendation:

Staff recommends the Personnel Committee approve the attached job descriptions and authorize the honoring of service credit time and related compensation for the CVAF staff, and further request the Committee recommend approval by the full Board at the February 26, 2025 meeting

Attachments:

President of Veterans Services – CVAF
Programs Officer – CVAF
Program Director II – CVAF
Program Director I – CVAF
Healthcare Navigator – CVAF
Lead Case Manager – CVAF
Administrative Accounting Coordinator – CVAF
Lead Operations Assistant – CVAF
TFA Coordinator – CVAF
Case Manager – CVAF
Intake Eligibility Technician – CVAF
Operations Coordinator – CVAF
Outreach Worker – CVAF
Security Guard - CVAF



President of Veterans Services-CVAF

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 16

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

The President of Veterans Services will direct, supervise, and monitor all agency contracts and/or grants that pertain to veteran services and self-sufficiency services. Ensures programmatic compliance with federal and state laws, and/or regulations, and any other requirements specific to the contracts/programs.

SUPERVISION RECEIVED:

Receives supervision from the Chief Program Officer

SUPERVISION EXERCISED:

Program Staff

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Plans, develops, and enforces policies and objectives for CVAF to ensure it maintains core values and established goals.
- Manage and monitor managers/directors in CVAF operated programs located in the state of California.
- Create and review performance requirements for the Executive Director.
- Assign work, provide guidance and direction to ensure managers have sufficient resources to do their jobs.
- Develop responsibilities for staff, hiring employees and developing and mentoring managers.
- Create public awareness and ensure CVAF is visible to the community and those interested in assisting homeless and at-risk veterans.
- Coordinate fundraisers, community events, and programs to create responsiveness to the organization.
- Develop and recommend yearly budgets for each program for board approval and manage CVAF's resources within those budget guidelines according to current laws and regulations. This includes ensuring compliance with state and federal guidelines as a non-profit organization, allocating funds for each department and ensuring the financial stability of the organization.
- Prepares financial documentation and ensures Single Audit is completed annually.
- Prepares financial reports to grantee agencies.
- Act as a liaison with the Department of Veterans Affairs, HUD and the Department of Labor in reference to program operations.
- Respond to requests/problems from personnel and outside agencies.



- Write grant proposals for the CVAF.
- Write checks and manage day-to-day finances to ensure vendors are paid for their services.
- Consult with Chairman of the Board to resolve problems.
- Negotiate all contracts for health care and other insurance for all CVAF employees with board approval.
- Establish and negotiate compensation packages for all CVAF employees, with board approval.
- Prepares and presents financial reports to the board of directors on a quarterly basis.
- Involved in strategic planning to exchange ideas and suggest changes to improve operations.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and departmental procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Employment, political, and health services systems.
- Problems of veterans and socially and economically challenged individuals and families.

Ability to:

- Supervise and lead a diverse team.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally, and in writing.
- Effectively work in group settings with Directors, Managers, Board of Directors, and others.
- Prepare accurate and concise reports and budgets.
- Coordinate and ensure timely reporting for contractual obligations.
- Ability to exercise sound judgment and consistently act to the betterment of our clients.
- Work with diverse personnel and communities to foster cultural competencies within population, including low-income, and other marginalized groups.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.



- Bachelor's degree from an accredited institution with a major in public administration, business administration, or closely related field. Possession of an advanced degree is desirable and may be substituted for one (1) year of required experience.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Public speaking experience and media relations desirable.
- Must have strong and effective supervisory and communication skills.
- Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: President of Veterans Services- CVAF				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X



Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Programs Officer-CVAF

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 13

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

The Programs Officer works across all program areas, including the finance team, to ensure effective and efficient grant making processes. The Programs Officer will also serve as the system administrator for CVAF's grants databases (HMIS, BNL), support the development and implementation of various initiatives, educate staff on Program policies and procedures, and be actively involved in the recruitment and training of Program staff.

SUPERVISION RECEIVED:

President of Veterans Services

SUPERVISION EXERCISED:

Program Staff

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Monitor grants for legal, financial, and program compliance including but not limited to ensuring that grant requirements are correctly documented in case files and grantor software.
- Monitor and documents grant processes, forms, templates, reports and data to ensure full compliance with internal controls, grantor requirements and legal requirements.
- Generate reports and data analysis for Program Directors, finance team and Board.
- Work with finance to comply with compliance and financial audits.
- Work with the Program Director to ensure accurate and adequate paper and electronic document retention requirements are being met.
- Ensure all staff are aware and knowledgeable of the grants management process and technology to the degree their functions require. This includes training staff of all programs formally and informally.
- Implement and maintain protocol for testing and reconciling data accuracy and making timely and accurate database changes.
- Manage system upgrades, troubleshooting and roll-out of updates including staff notifications and training.
- Develop training materials and standard operating procedures. Maintain electronic manuals and update program section of policy and procedures manuals. Document system procedure changes and trains users on updates.
- Backfill Program Directors roles, if necessary, in assisting with board docket production and preparation.
- Assist in editing docket materials and preparing relevant materials.



- Design and maintain filing systems for CVAF's paper and electronic records.
- Participate in weekly Program Team staff meetings, including provision of work-related updates.
- Participate in weekly substantive check-ins with Program Directors.
- Collaborate with Program Directors, Finance Officer, Administrative Team and Director on special projects as needed.
- Provide counseling on Program policies and procedures to all staff.
- Be actively involved in recruitment by managing the Program hiring process.
- Develop training and development programs
- Assist in performance management processes.
- Support the management of disciplinary and grievance issues.
- Review employment and working conditions to ensure legal compliance.
- Perform other related work projects as assigned.

Other Job Specific Duties:

- Develop, implement, and evaluate programs aimed at supporting individuals in crisis.
- Supervise and support program staff, providing training and guidance to enhance service delivery.
- Collaborate with community organizations, government agencies, and stakeholders to ensure comprehensive service provision.
- Advocate for clients' needs and rights, ensuring they have access to necessary resources and services.
- Monitor program outcomes, maintain accurate records, and prepare reports for funding agencies and stakeholders.
- Assist in the development and management of program budgets, ensuring financial sustainability and compliance with regulations.
- Possess strong leadership skills, a deep understanding of homelessness and social services, and a commitment to providing compassionate and effective support to vulnerable populations.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and departmental procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Employment, political, and health services systems.
- Problems of veterans and socially and economically challenged individuals and families.

Ability to:

- Deal with conceptual matters.
- Plan, organize, and allocate resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.



- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and community members.
- Analyze and interpret statistical reports and legislation for program design and implementation.
- Monitor, analyze, and evaluate programs, including the development of system design and procedural guidelines.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Work alternative hours as required, including nights, weekends, and holidays.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in sociology, business administration, public administration, or related field.
- Four (4) years' experience in administration/management, including program design, management, budgeting, program evaluation, community organization, public relations, or related experience.
- Two (2) years of supervisory experience.
- Up to one (1) year experience working with the veteran population and/or any duration of lived experience.
- Honorably discharged veteran preferred.
- Experience working in the non-profit sector preferred.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Programs Officer- CVAF				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Program Director II-CVAF

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

The Program Director II assists in managing and monitoring CVAF programs (including SSVF PI and PII Grants), identifying and addressing program and policy issues, and overseeing the accuracy of programmatic reporting. The role involves managing schedules, coordinating staff training, preparing official correspondence for approval, and ensuring property safety and security. The Program Director II also drafts and implements policies for resident handbooks and must be well-versed in CVAF policies and guidelines, ensuring major decisions are approved by the Executive Director or President. This position will serve as liaison with stakeholders and community partners.

SUPERVISION RECEIVED:

President of Veterans Services

SUPERVISION EXERCISED:

Program Staff

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assist leadership in managing and monitoring programs operated by CVAF, including SSVF PI and PII Grants.
- Monitor each program and inform the ED or President of ongoing program and policy issues. Consult with the ED or President ways to resolve them.
- Review and participate in an emergency contact schedule of CVAF employees for all programs.
- Monitor reports generated by the Operations Assistants/Case Managers for accuracy.
- Create and maintain control of reports and schedules.
- Coordinate, as assigned, necessary staff training such as first aid and CPR certification.
- Prepare for signature and posting of outgoing official correspondence as assigned. Send all correspondence to the President for approval.
- Establish and maintain the safety and security of CVAF property and furnishings.
- Prioritize the need for and draft policies and procedures for resident handbooks.
- Establish, expand and implement policies contained within the resident handbook.
- Be thoroughly familiar with the complete contents of the current edition of the CVAF Employee Handbook, Resident Handbooks, SSVF Guidelines and all operational policies.
- Ensure decisions affecting the CVAF are not made without consultation and approval by leadership.



- Perform additional duties on an occasional and/or continual basis as directed by the President.
- Generate a morning report and submit to leadership for approval.
- Prepare Quarterly SSVF Reports.
- Prepare monthly HPRP APR reports and Dashboard reports to the VA for the SSVF program as well as, quarterly reports to the VA on Goals and Target Populations.
- Prepare and deliver recurring payroll timesheets to the Executive Director.
- Create and review performance requirements for the SSVF Case Management team.
- Supervise and evaluate staff, assign work, provide guidance and direction to ensure they have sufficient resources to complete their responsibilities.
- Assess program staff performance and make change recommendations including disciplinary action.

Other Job Specific Duties:

- Prepare, conduct, and attend all meetings, trainings, and conferences as assigned.
- Maintain a staff schedule.
- Work alternative hours as required, including nights, weekends, holidays and rotating on-call duties.
- Maintain a safe and functional work environment.
- Work collaboratively with staff, partners, volunteers, and clients in achieving the monthly program goals.
- Performs other tasks as required for the efficient operation of the comprehensive, integrated CVAF program.
- Maintain confidentiality of client information and records.
- Performs other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Socioeconomic conditions and trends.
- Physical and mental illnesses and their impact upon personality, aging process, patterns of stability affecting veterans and barriers to self-sufficiency (such as drug abuse, unemployment, domestic abuse).
- Individual and group behavior and family relationships.
- Cultural and socioeconomic factors and influences affecting delivery of social services.
- Techniques of interviewing, diagnostic assessment and various counseling modalities.
- Transference and boundary setting.
- Professional ethics,
- Knowledge of program laws, rules and regulations.
- Public and private community social service resources.

Ability to:

- Demonstrate good interpersonal skills.



- Work as a positive team member and demonstrate strong leadership, management, and supervisory skills.
- Communicate effectively, verbally and in writing.
- Work with conceptual matters.
- Plan, organize, and allocate resources.
- Effectively present shelter program services information to the public.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Demonstrate excellent communication, interpersonal, and conflict resolution skills.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Master's degree in social work from an accredited college or university, which includes an internship.
- Must be an experienced driver with experience transporting clients.
- Honorably discharged veteran preferred.
- Experience working in the non-profit sector preferred.
- Three (3) years of management experience.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Must complete American Heart Association First-Aid and CPR certification.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Program Director I-CVAF				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Program Director I-CVAF

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

The Program Director I assists in managing and monitoring CVAF programs (including SSVF PI and PII Grants), identifying and addressing program and policy issues, and overseeing the accuracy of programmatic reporting. The role involves managing schedules, coordinating staff training, preparing official correspondence for approval, and ensuring property safety and security. The Program Director I also drafts and implements policies for resident handbooks and must be well-versed in CVAF policies and guidelines, ensuring major decisions are approved by the Executive Director or President.

SUPERVISION RECEIVED:

President of Veterans Services

SUPERVISION EXERCISED:

Program Staff

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assist leadership in managing and monitoring programs operated by CVAF, including SSVF PI and PII Grants.
- Monitor each program and inform leadership of ongoing program and policy issue and discuss ways to resolve them.
- Review and participate in an emergency contact schedule of CVAF employees for all programs.
- Monitor reports generated by the Operations Assistants/Case Managers for accuracy.
- Create and maintain control of reports and schedules.
- Coordinate, as assigned, necessary staff training such as first aid and CPR certification.
- Prepare for signature and posting of outgoing official correspondence as assigned. Send all correspondence to the President for approval.
- Establish and maintain the safety and security of CVAF property and furnishings.
- Prioritize the need for and draft policies and procedures for resident handbooks.
- Establish, expand and implement policies contained within the resident handbook.
- Be thoroughly familiar with the complete contents of the current edition of the CVAF Employee Handbook, Resident Handbooks, SSVF Guidelines and all operational policies.
- Ensure decisions affecting the CVAF are not made without consultation and approval by leadership.



- Perform additional duties on an occasional and/or continual basis as directed by the President.
- Generate a morning report and submit to leadership for review and approval.
- Prepare Quarterly SSVF Reports.
- Prepare monthly HPRP APR reports and Dashboard reports to the VA for the SSVF program and quarterly reports to the VA on Goals and Target Populations.
- Prepare and deliver recurring payroll timesheets to the Executive Director.
- Create and review performance requirements for the SSVF Case Management team.
- Supervise and evaluate staff, assign work, provide guidance and direction to ensure they have sufficient resources to complete their responsibilities.
- Assess program staff performance and make change recommendations including disciplinary action.

Other Job Specific Duties:

- Prepare, conduct, and attend all meetings, trainings, and conferences as assigned.
- Maintain a staff schedule.
- Work alternative hours as required, including nights, weekends, holidays and rotating on-call duties.
- Maintain a safe and functional work environment.
- Work collaboratively with staff, partners, volunteers, and clients in achieving the monthly program goals.
- Performs other tasks as required for the efficient operation of the comprehensive, integrated CVAF program.
- Maintain confidentiality of client information and records.
- Performs other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Socioeconomic conditions and trends.
- Physical and mental illnesses and their impact on stability creating barriers to self-sufficiency and family relationships.
- Cultural and socioeconomic factors and influences affecting delivery of social services.
- Techniques of interviewing, diagnostic assessment and various counseling modalities.
- Transference and boundary setting.
- Knowledge of program laws, rules and regulations.
- Public and private community social service resources.

Ability to:

- Demonstrate good interpersonal skills.
- Work as a positive team member and demonstrate strong leadership, management, and supervisory skills.



- Communicate effectively, verbally and in writing.
- Work with conceptual matters.
- Plan, organize, and allocate resources.
- Effectively present shelter program services information to the public.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Demonstrate excellent communication, interpersonal, and conflict resolution skills.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in social work from an accredited college or university, which includes an internship.
- Must be an experienced driver with experience transporting clients.
- Honorably discharged veteran preferred.
- Experience working in the non-profit sector preferred.
- One (1) year of management experience.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Must complete American Heart Association First-Aid and CPR certification.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.



POSITION TITLE: Program Director I-CVAF				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Healthcare Navigator-CVAF

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

The Healthcare Navigator will provide services that include connecting Veterans to VA healthcare benefits or community health care services where Veterans are not eligible for VA care. Provide case management and care coordination, health education, interdisciplinary collaboration, coordination, consultation, and administrative duties. Work closely with the Veterans primary care provider and members of the Veterans assigned multidisciplinary treatment team.

SUPERVISION RECEIVED:

Program Director

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Act as a liaison between CVAF and the VA or community medical clinic and works with a population of Veterans with complex needs who require assistance accessing health care services or adhering to health care plans.
- Work closely with the Veterans assigned multidisciplinary team, including medical, nursing, and administrative specialists, and case management personnel.
- Provide timely, appropriate, Veteran centered care equitably.
- Conduct home visits and other locations that the Veteran may be currently residing in (i.e. encampments, homeless shelters, etc.).
- Provide crisis interventions and act as a crisis response team with CVAF and/or other community partners.
- Work collaboratively with CVAF staff and the Veteran to identify and address systems challenges for enhanced care coordination as needed.
- Works directly with Veterans and provides specialized case management and care coordination.
- Provide ongoing health education support as needed to the Veteran and family members.
- Identify systemic barriers within the organization, communicate with organizational leadership about these barriers, and work collaboratively to find viable solutions.
- Advise veterans about resources and programs, set up interviews to establish a need and follow up to make sure the services are provided.
- Utilize CVAF evaluation components and outcomes indicators and report those evaluation results to VA and organizational leadership.



- Embrace and embody the mission, vision, guiding principles, and goals of CVAF; and

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours, including nights and weekends.
- Must be available to travel for work as necessary.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Socioeconomic conditions and trends.
- Physical and mental illnesses and their impact upon personality, aging process, patterns of stability affecting veterans and barriers to self-sufficiency (such as drug abuse, unemployment, domestic abuse).
- Individual and group behavior and family relationships.
- Cultural and socioeconomic factors and influences affecting delivery of social services.
- Techniques of interviewing, diagnostic assessment and various counseling modalities.
- Transference and boundary setting.
- Professional ethics.
- Public and private community social service resources.

Ability to:

- Address conceptual matters.
- Plan, organize, and allocate resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present Homeless Shelter program information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Two (2) years of experience in a healthcare or social services area of practice.
- Associate or bachelor's degree in social services or related field preferred.



- Up to one (1) year experience working with the veteran population and/or any duration of lived experience.
- Three (3) years of clerical experience preferred.
- Honorably discharged veteran preferred.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Healthcare Navigator-CVAF				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	



Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Lead Case Manager-CVAF

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

The Lead Case Manager is responsible for the coordination and comprehensive services delivered to veterans and their families by the California Veterans Assistance Foundation. This program was designed to assist homeless and at-risk veterans, and their families obtain and maintain housing. The Lead Case Manager will provide direct support case management services and financial housing assistance to Veterans in the SSVF Program. The Lead Case Manager will provide oversight, training and direction to Case Managers.

SUPERVISION RECEIVED:

Program Director

SUPERVISION EXERCISED:

Case Managers

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assess the functional and social needs of clients in order to develop, implement and monitor service plans leading to increased self-sufficiency, including housing.
- Assess the housing needs of clients and develop a Housing Stability Plan.
- Coordinates and provides training to staff, providers, partners, and community members.
- Maintain program documentation and forms, including complying with the agency policies and procedures and all other related guidelines for the CVAF program.
- Assists with preparation of reports, and participation in the design of improvements to the homeless response system.
- Provides necessary information, problem assessment, referral, and follow up appropriate to client's and provider's needs
- Assist veterans to identify mainstream needs and facilitate a plan with appropriate service providers to meet those needs.
- Determine and access appropriate local, state, federal health and social resource agencies.
- Provide office and in-home visits on an ongoing basis as needed by clients, including follow-up services.
- Monitor, document and report client progress in HMIS and in client case files.
- Maintain client confidentiality and respond to clients in a timely manner.
- Provide outreach to the community regarding resources available in the SSVF Program.
- Recommend payment for rapid re-housing and complete paperwork per policy.
- Maintain client databases and referrals for service and generate reports.



- Maintain documentation of all payments to clients and all program expenses.
- Develop and maintain a list of housing providers and relationships with housing providers in Kern County.
- Guide clients through the process of obtaining and maintaining housing.
- Comply with established policies and procedures.
- Attend scheduled team meetings and training.
- Perform other duties and special projects as required.

Other Job Specific Duties:

- Assists and participates in meetings and community events as assigned.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged homeless individuals.

Ability to:

- Multitask in a fast-paced environment, with prompt attention to caller's needs and call center's volume.
- Communicate effectively, verbally and in writing.
- Analyze problems and identify alternative solutions.
- Plan and implement developmentally appropriate routines, activities, and experiences.
- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Work with diverse populations whose circumstances may include mental illness, drug addiction, health issues, and other socioeconomic and environmental factors.
- Understand and apply written regulations and instructions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including multi-line phone systems.
- Effectively organize and prioritize assigned work.
- Maintain professional relationships with diverse groups and community representatives.
- Maintain a safe and functional work environment.
- Speak at engagements on issues related to homelessness.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.



EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree in social services or related field.
- Up to two (2) years' experience working with the unsheltered or veteran population and/or any duration of lived experience.
- Knowledge of Kern County health and social services is preferred.
- Honorably discharged veteran preferred.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license, current automobile insurance and acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Must be able to obtain applicable certifications/licensing relating to veterans programming, as appropriate.
- Bilingual language fluency (English/Spanish) desired.
- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Lead Case Manager-CVAF				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		



Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Administrative Accounting Coordinator-CVAF

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

The Administrative/Accounting Coordinator is responsible for administrative clerical duties in addition to accounts payable and accounts receivable responsibilities and will maintain a comprehensive financial filing system.

SUPERVISION RECEIVED:

Program Director

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Serve as the administrative assistant, providing clerical and receptionist support for the Veterans Services program.
- Enter and balance accounts receivable and payable using QuickBooks accounting software (at the direction of Finance Officer and/or Director).
- Ensure accounting requests are resolved and communicated in a timely manner to internal and external parties (at the direction of Finance Officer and/or Director).
- Assist with the annual financial audit and audits of programs by grantors.
- Maintain an orderly financial filing system.
- Oversee organizational insurance policies at the direction of Finance Officer and/or Director.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment
- Works on special projects as assigned

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, general ledger database, and other related software applications.
- Knowledge of MS Office and QuickBooks



- Accounts payable, accounts receivable and general ledger functions.
- Proper grammar, punctuation, and spelling

Ability to:

- Effectively manage multiple tasks and deadlines.
- Maintain accurate fiscal and administrative records and reports.
- Review fiscal and related documents quickly and accurately.
- Make computations and tabulations quickly and accurately.
- Work with attention to detail.
- Read and interpret rules, policies, and procedures.
- Use good organizational methods and procedures.
- Communicate effectively, verbally and in writing.
- Establish and maintain effective working relationships with internal and external customers.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree in accounting, relevant certification or commensurate experience.
- Three (3) years of increasingly responsible experience in fiscal record keeping, accounting, and reporting, including computer-assisted processes.
- Two (2) years of accounting experience in a non-profit or governmental entity is desirable.
- Familiarity with bookkeeping and basic accounting procedures.
- Experience compiling and maintaining data records.
- Honorably discharged veteran preferred
- Any equivalent combination of education, training, and experience which will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.



ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Administrative Accounting Coordinator-CVAF				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Lead Operations Assistant-CVAF

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

The Lead Operations Assistant supports the Program Director with the administrative tasks associated with the daily operations of the Grant and Per Diem Programs funded through the US Department of Veterans Affairs. The Lead Operations Assistant will oversee program records, inventory, ensure accuracy of weekly, monthly, and other periodic reports. This position also interacts with the Grants/HR Officer and Finance Officer.

SUPERVISION RECEIVED:

Program Director

SUPERVISION EXERCISED:

Operations Coordinator

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assist the Program Director in managing and monitoring administrative and program activities.
- Maintaining files for program record management.
- Maintain control and ensure accuracy of weekly, monthly, and other periodic reports as assigned by the Program Director.
- Greeting guests/visitors entering program site, determine nature and purpose of visit and direct or escort them to specific destination.
- Creates, stores, retrieves and maintains electronically prepared materials.
- Maintains and controls CVAF confidential reports.
- Answer incoming phone calls and transfer them as needed and/or taking messages and providing to recipient.
- Maintains a roster of all residents on a daily and nightly basis.
- Maintains inventory of all supplies needed by staff and residents.
- Maintains cleanliness, organization, and inventory of paper supply and hygiene closets.
- Mail pick-up and distribution for residents and staff.
- Maintains contact and relays urgent messages and issues to residents, case managers and/or Program Director.
- Perform additional duties on an occasional and/or continual basis as directed by the Operations Director or designee.

**Other Job Specific Duties:**

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Performs any other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment,
- Word processing, spreadsheet, database, and related software applications

Ability to:

- Communicate effectively, verbally and in writing, to employees at all levels of the organization.
- Demonstrate good interpersonal skills.
- Effectively present Agency program information to the public.
- Establish professional working relationships with staff, other agencies, and parents

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree in social services or related field preferred.
- Three (3) years of increasingly responsible experience in fiscal record keeping, accounting, and reporting, including computer-assisted processes.
- One (1) year of demonstrated supervisory experience.
- Accounting experience in a non-profit or governmental entity is desirable
- Honorably discharged veteran or individual of lived experience with homeless services preferred.
- Experience working in the non-profit sector.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all



required vaccinations.

- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Operations Assistant -CVAF				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	



26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		



TFA Coordinator-CVAF

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

The Temporary Financial Assistance (TFA) Coordinator performs duties related to preparing, processing, maintaining and reviewing financial, statistical, and accounting documents and records.

SUPERVISION RECEIVED:

Program Director

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Work closely with case managers to compile temporary financial assistance requests as part of the SSVF team.
- Verify that financial requests comply with program guidelines and ensure that the correct documentation has been submitted by program participants and staff.
- Ensure information and data is accurately reflected in client files and HMIS.
- Assist with updating data in client case files and HMIS.
- Track financial requests to ensure timely processing of temporary financial assistance.
- Maintain confidentiality of sensitive information and adhere to data protection policies.
- Prepare written materials for the purposes of documenting activities, providing written reference and/or conveying information.
- Communicate effectively with the admin team, internal staff, and external stakeholders to address inquiries, resolve issues, and provide necessary information.
- Perform other job-related duties as required.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Works on special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

**Knowledge of:**

- SSVF program evidence-based practices, outcome measurement and quality management.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, general ledger database, and other related software applications.
- Accounts payable, accounts receivable and general ledger functions.

Ability to:

- Effectively manage multiple tasks and deadlines.
- Maintain accurate fiscal and administrative records and reports.
- Review fiscal and related documents quickly and accurately.
- Make computations and tabulations quickly and accurately.
- Work with attention to detail.
- Read and interpret rules, policies, and procedures.
- Use good organizational methods and procedures.
- Communicate effectively, verbally and in writing.
- Establish and maintain effective working relationships with internal and external customers.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree in business administration, accounting, or related field.
- Three (3) years of prior case management experience with knowledge of SSVF Program highly preferred.
- Experience working with low income, homeless population, veterans, military families and/or service members strongly preferred.
- Experience working in property management or housing placement is preferred.
- Previous case management experience preferred.
- Three (3) years of increasingly responsible experience in fiscal record keeping, accounting, and reporting, including computer-assisted processes.
- Honorably discharged veteran preferred.
- Accounting experience in a non-profit or governmental entity is desirable.
- Any equivalent combination of education, training, and experience which will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.



- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: TFA Coordinator-CVAF				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X



11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		



Case Manager-CVAF

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 07

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

The Case Manager is responsible for the coordination and comprehensive services delivered to veterans and their families by the California Veterans Assistance Foundation. This program was designed to assist homeless and at-risk veterans, and their families obtain and maintain housing. The Case Manager will provide direct support case management services and financial housing assistance to Veterans in the SSVF Program.

SUPERVISION RECEIVED:

Program Director

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assess the functional and social needs of clients in order to develop, implement and monitor service plans leading to increased self-sufficiency, including housing.
- Assess the housing needs of clients and develop a Housing Stability Plan.
- Assist veterans to identify mainstream needs and facilitate a plan with appropriate service providers to meet those needs.
- Determine and access appropriate local, state, federal health and social resource agencies.
- Provide office and in-home visits on an ongoing basis as needed by clients, including follow-up services.
- Monitor, document and report client progress in HMIS and in client case files.
- Maintain client confidentiality and respond to clients in a timely manner.
- Provide outreach to the community regarding resources available in the SSVF Program.
- Recommend payment for rapid re-housing and complete paperwork per policy.
- Maintain client databases and referrals for service and generate reports.
- Maintain documentation of all payments to clients and all program expenses.
- Develop and maintain a list of housing providers and relationships with housing providers in Kern County.
- Guide clients through the process of obtaining and maintaining housing.
- Comply with established policies and procedures.
- Attend scheduled team meetings and training.
- Perform other duties and special projects as required.

**Other Job Specific Duties:**

- Assists and participates in meetings and community events as assigned.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged homeless individuals.

Ability to:

- Multitask in a fast-paced environment, with prompt attention to caller's needs and call center's volume.
- Communicate effectively, verbally and in writing.
- Analyze problems and identify alternative solutions.
- Plan and implement developmentally appropriate routines, activities, and experiences.
- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Work with diverse populations whose circumstances may include mental illness, drug addiction, health issues, and other socioeconomic and environmental factors.
- Understand and apply written regulations and instructions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including multi-line phone systems.
- Effectively organize and prioritize assigned work.
- Maintain professional relationships with diverse groups and community representatives.
- Maintain a safe and functional work environment.
- Speak at engagements on issues related to homelessness.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree in social services or related field preferred.
- Up to one (1) year experience working with the veteran population and/or any duration of lived experience.
- Knowledge of Kern County health and social services is preferred.



- Honorably discharged veteran preferred.
- Call center experience preferred.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license, current automobile insurance and acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Must be able to obtain applicable certifications/licensing relating to veterans programming, as appropriate
- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desired.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Case Manager-CVAF				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X



Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Intake/Eligibility Technician-CVAF

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 07

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

The Intake/Eligibility Technician is responsible for the coordination and comprehensive services delivered to veterans and their families by the California Veterans Assistance Foundation. The Intake/Eligibility Technician uses interactive interviewing and fact gathering to obtain, verify and evaluate information from veterans regarding initial eligibility for SSVF assistance.

SUPERVISION RECEIVED:

Program Director

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Interview and obtain veteran's household information in difficult and emotional situations on such matters as household income, assets and financial obligations, familial status and housing crisis situation. Verifies information needed to determine initial eligibility for SSVF assistance.
- Completes same day SSVF program intake based on veteran's eligibility and housing crisis; Route completed case file to SSVF Program or designee for case manager assignment and program follow up.
- Provides information and makes routine referrals to mainstream resources but not limited to veteran service providers, homeless programs and housing programs.
- Ensures accuracy, completeness, timely submission and consistency of eligibility documents and case files.
- Monitor, document and report veteran progress into Homeless Management Information System (HMIS) and CVAF's referral log.
- Create, store, retrieve and maintain electronically prepared materials; Maintain and control VA, CVAF and veteran household information.
- Develop and maintain partnerships with CVAF programs, community partners and VA entities that provide services to veterans.
- Plans, organizes and prioritizes workload to ensure that necessary tasks are completed in accordance with regulations related to SSVF eligibility and timeliness.
- Attends meetings and participates in training sessions or staff development activities.
- Performs other job-related duties as assigned.

**Other Job Specific Duties:**

- Maintains a safe and functional work environment.
- Works alternative hours as required.
- Always maintains client confidentiality
- Performs other duties as required.
- Provide applicants with information regarding additional CAPK programs.
- Attend meetings, workshops, and seminars as required.
- Receive applicants in a courteous and professional manner.
- Work collaboratively as part of a team.
- Must be willing to travel throughout Kern County, as needed, to assist clients.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Courteous and respectful call handling and phone etiquette.
- Applicable federal, state, and local laws, codes, and regulations.
- Contractual, departmental, and agency policies and procedures.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Proper grammar, punctuation, and spelling.
- Current problems of socially and economically challenged families.

Ability to:

- Successfully complete CAPK's Energy Program Eligibility Technician training.
- Effectively communicate, verbally and in writing.
- Greet and assist visitors and clients in a professional manner and provide quality customer service.
- Work under pressure and in new situations.
- Work independently.
- Perform mathematical calculations and apply basic math concepts.
- Demonstrate good interpersonal skills.
- Problem solve and exercise sound judgement.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree in social services or related field preferred.
- One (1) year experience working in a clerical social service environment.
- Experience working with people of diverse socioeconomic backgrounds.
- Honorably discharged veteran preferred.
- Experience working in property management or housing placement is preferred.
- Previous case management experience preferred.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.



OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Intake/Eligibility Technician-CVAF				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	



	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Operations Coordinator-CVAF

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 06

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

The Operations Coordinator assists the Lead Operations Assistant and Program Director with administrative tasks and the daily operations of the Grant and Per Diem Programs funded through the US Department of Veterans Affairs. This position also interacts with CVAF's Administrative Office.

SUPERVISION RECEIVED:

Lead Operations Assistant

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provide operations support to the GPO team managing and monitoring program activities.
- Maintaining files for program record management.
- Maintain control and ensure accuracy of weekly, monthly, and other periodic reports as assigned by the Lead Operations Coordinator and/or designee.
- Greeting guests/visitors entering program site, determining the nature and purpose of visit and direct or escorting them to specific destination.
- Creates, stores, retrieves and maintains electronically prepared materials.
- Maintains and controls CVAF confidential reports.
- Answer incoming phone calls and transfer them as needed and/or taking messages and providing to recipient.
- Maintains a roster of all residents on a daily and nightly basis.
- Maintains inventory of all supplies needed by staff and residents.
- Maintains cleanliness, organization, and inventory of paper supply and hygiene closets.
- Mail pick-up and distribution for residents and staff.
- Maintains contact and relays urgent messages and issues to residents or GPO program site staff.
- Perform additional duties on an occasional and/or continual basis as directed by the Operations Coordinator or designee.

Other Job Specific Duties:



- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and related software applications.
- Current problems of socially and economically challenged families.

Ability to:

- Demonstrate excellent customer service skills.
- Problem solve and address conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Work independently.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree in social services or related field preferred
- Three (3) years of clerical experience.
- Honorably discharged veteran or individual of lived experience with homeless services preferred.
- Experience working in non-profit sector.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.



- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Operations Coordinator- CVAF				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X



11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		



Outreach Worker-CVAF

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 04

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

The Outreach Worker builds relationships with homeless individuals, provides advocacy, and assists with connection to benefits and housing. The primary goal is to identify unsheltered homeless individuals through direct street outreach activities and through community referrals from mental health, hospitals, local law enforcement and municipalities and other social service agencies. In identifying highly vulnerable homeless individuals, the Outreach Worker will administer assessment tools, facilitate placement into emergency housing, if needed, and connect to social services and permanent housing. The Outreach Worker will also assist individuals in obtaining housing readiness documentation and accompany them through the housing application process.

SUPERVISION RECEIVED:

Program Director

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Conduct outreach in the community, focusing on those who are most vulnerable. Outreach will occur in identified "hot spot" neighborhoods and at times when individuals are most likely to be found (including early morning and evenings).
- Complete a Vulnerability Index Service Prioritization and Decision Assistance Tool (VI-SPDAT) to determine vulnerability and acuity of individuals/families during street outreach as well as other outreach and referral processes.
- Assist homeless individuals/families with accessing resources and making referrals; continue to engage with unsheltered homeless individuals/families until shelter or permanent housing is obtained.
- Provide advocacy for homeless individuals/families when they encounter barriers.
- Assist in obtaining housing readiness documentation such as ID, social security card, income verification and transportation to appointments as necessary.
- Provide support for people as they transition from homelessness to housing.
- Maintain complete client records, daily outreach logs, mileage logs, and other reports as directed.
- Establish and maintain positive, productive working relationships with mental health programs, shelter programs, police (and other local officials), and providers of services and resources to homeless individuals/families.



- Attend team meetings, case conferences, training workshops and community meetings as needed.

Other Job Specific Duties:

- Participates in and conducts outreach activities and attends meetings and trainings as assigned.
- Ability to work under different weather conditions.
- Work alternative hours as required, including nights and weekends, as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK Programs.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Current problems of socially and economically challenged families.
- Mental health, physical health, and substance abuse issues and symptoms.
- Harm Reduction and Housing First models of service delivery.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Plan, prioritize, and organize workload.
- Work independently within scope of authority.
- Recommend changes to office procedures, as appropriate.
- Prepare clear and concise workload reports.
- Exercise sound, independent judgment within the programs policies and procedures and State mandates/regulations.
- Communicate effectively, verbally and in writing.
- Effectively present program information to the public in small and large group settings.
- Demonstrate good interpersonal skills and effectively work within a team and successfully motivate others.
- Provide excellent customer services and establish professional working relationships with staff, agencies, and stakeholders.
- Display appropriate, professional, healthy boundaries and exercises mature judgment and understanding of safety concerns.
- Proficiently work with word processing, spreadsheets, database, and related software applications.
- Work with accuracy and attention to detail.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.



- Associate degree in social services or related field preferred.
- One (1) year of working with various socio-economic groups including the veteran or homeless populations.
- One (1) year of experience in promoting services, outreaching, marketing, or educating the public on available services and resources.
- Honorably discharged veteran preferred.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Outreach Worker- CVAF				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X



Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



Security Guard- CVAF

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 04

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

The Security Guards will provide surveillance of our premises and protect staff and visitors as well as detection of suspicious happenings and prevent vandalism, thefts or other criminal behavior.

SUPERVISION RECEIVED:

President of Veterans Services

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Inspect and patrol premises regularly.
- Respond to emergencies.
- Deter criminal activity.
- Control property access by construction workers, CVAF employees and visitors.
- Conduct security checks on property.
- Write reports on what was observed while on duty, suspicious behaviors and happenings.
- Screen clients prior to entry for program services, including identifying inappropriate behavior, checking for possession of weapons, and evidence of alcohol or controlled substances.
- Maintains a safe environment by continually monitoring the immediate site and premises.
- Enforces CVAF and site-specific policies and procedures.
- Enforce rules and regulations of CVAF property.

Other Job Specific Duties:

- Assists with providing directions to other staff, providers, and volunteers, as needed.
- Attends staff meetings and training sessions as required.
- Ability to work alternative schedules such as morning, evening, overnight, with a rotating schedule every three months, to include weekends, and holidays.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

**Knowledge of:**

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families and individuals.
- Modern office practices, methods, procedures, and equipment, including computers.

Ability to:

- Demonstrate good interpersonal skills.
- Work collaboratively in a teamwork environment.
- Communicate effectively, verbally and in writing.
- Problem solve and make informed decisions
- Work with conceptual matters.
- Assist with allocation of onsite resources.
- Establish professional working relationships with staff, partners, and volunteers.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- Must be 18 years of age or older.
- One (1) year experience working with the unsheltered or veteran population and/or any duration of lived experience preferred.
- Veteran status preferred.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high.



ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Security Guard-CVAF				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			X	
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing			X	
Kneeling			X	
Crawling			X	
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs		X			X	
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		



MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program

Robert Espinosa, Program Design and Management Administrator

Date: February 5, 2025

Subject: *Agenda Item 4b: Head Start Personnel Update – Info Item*

The Head Start and State Child Development Division is committed to continue providing an ongoing update regarding personnel challenges affecting the Head Start program.

For the month of January 2025, the following information is provided to the Personnel Committee:

- 646 Staff employed.
- 21 Vacant Positions.
- Onboard 11 new staff members.
- One (1) staff member rehired.
- Eight (8) Resignations.
- Seven (7) days of interviews were conducted for five (5) direct service requisitions.

Job opportunities are continuously posted on the Head Start California website, accompanied by dedicated recruitment efforts for our direct service positions.

Attached is a document that details the closed classrooms and staff vacancies for the closed and open classrooms as of January 29, 2025.

Attachment:

Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	34	100%	6	6	0	100%
Alicante	20	20	100%	2	2	0	100%
Angela Martinez EHS	24	24	100%	9	7	2	78%
Angela Martinez HS	51	49	96%	9	8	1	89%
Bakersfield College	32	28	88%				
Blanton	16	12	75%				
Broadway (PY)	37	40	108%	6	6	0	100%
California City (PY)	17	20	118%	2	2	0	100%
California Street	24	24	100%	9	9	0	100%
Cleo Foran EHS	8	8	100%	3	3	0	100%
Cleo Foran HS	15	15	100%	3	3	0	100%
Delano (PY)	60	60	100%	12	12	0	100%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	34	34	100%	5	4	1	80%
Family Childcare EHS	20	22	110%				
Family Childcare HS	10	20	200%				
Garden Pathways	11	14	127%				
Gianone	16	17	106%	3	3	0	100%
Harvey L. Hall EHS	68	59	87%	24	24	0	100%
Harvey L. Hall	74	79	107%	9	9	0	100%
Heritage (PY)	17	20	118%	2	2	0	100%
Kennedy	16	20	125%	6	5	1	83%
Lathrop	24	24	100%	9	9	0	100%
Lodi	32	34	106%	9	9	0	100%
M. Massei	24	24	100%	9	9	0	100%
MJM EHS	16	16	100%	6	6	0	100%
MJM HS	34	34	100%	6	6	0	100%
Oasis EHS (PY)	4	6	150%	3	2	1	67%
Oasis (PY)	34	26	76%	6	5	1	83%
Pete Parra EHS	48	48	100%	15	13	2	87%
Pete Parra HS	68	63	93%	8	8	0	100%
Primeros Pasos EHS	16	17	106%	6	6	0	100%
Primeros Pasos HS	51	49	96%	9	9	0	100%
Rosamond (PY)	51	60	118%	9	9	0	100%
San Diego EHS	32	33	103%	12	12	0	100%
Shafter EHS	24	24	100%	9	9	0	100%
Shafter	17	20	118%	3	3	0	100%
TBD	8	0	0%	3	3	0	100%
Stockdale HS	45	31	69%	12	8	4	67%
Sterling EHS	72	59	82%	26	20	6	77%
Sterling HS	53	57	108%	9	8	1	89%
Sunrise Villa (PY)	17	19	112%	3	3	0	100%
Taft (PY)	51	61	120%	15	15	0	100%
Taft College	22	17	77%				
Tehachapi (PY)	15	18	120%	2	2	0	100%
Vineland (PY)	17	17	100%	2	2	0	100%
Virginia (PY)	17	20	118%	2	2	0	100%
Willow (PY)	37	38	103%	9	9	0	100%
Home Base Kern 160	160	122	76%	16	16	0	100%
SJC EHS HB 80	80	80	100%	8	8	0	100%
Total	1689	1652	98%	336	316	20	94%

Funded Enrollment	1689	1652
		98%

Active Enrollment	1656	1652
		100%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Stockdale HS ~ 45		
Class A	8	3
Sterling EHS ~ 80		
Class 8	8	1
Class 9	9	2
TBD~ 8		
Class 1	8	0
Classrooms Fully	Total Slots	Staff Vac.
4	33	6

* TBD- St. Mary's- slots pending

	Slots	Staff Vac.
Closed Enrollment	2%	30.00%
Open Enrollment	98%	70.00%