



Social Services Manager

Safe Parking LA, a non-profit homeless services organization is looking for full time Social Services Manager position. Seeking a highly self-motivated individual to support the Director of Programs through effective leadership, sound judgment, and impeccable organization. This is a well-positioned opportunity to learn the inner workings of a successful nonprofit in a team-oriented environment. This is a great role for a rising manager, particularly one with a passion and experience in social justice work and a dedicated pulse on organizational culture.

This position reports directly to the Director of Programs, supports the executive team, and serves as the liaison to site operations.

RESPONSIBILITIES include the following:

- Supervise staff and manage goal setting including supervision and training of staff, volunteers and partners as needed
- Support in providing oversight to human resources activities such as recruitment, hiring and supervising, coaching, and training staff, interns, and volunteers under program services
- Oversee administrative aspects of the programs to meet agency objectives
- Develop and manage infrastructure required to successfully deliver and expand services to ensure that best practices are executed in homeless services
- Support Compliance Coordinator with auditing program files and staff work products to ensure appropriate application of services are being delivered
- Support Director of Programs with performance metrics and reporting efforts, including audits of internal and external databases. Work collaboratively to support grantsmanship, and grant reporting
- Oversee incident reporting and grievances of the program department and ensure solution-based actions to remedy gaps and continuously evaluate program systems for effectiveness
- Exempt position that requires flexibility to work and visit multiple locations and be on call for emergencies

QUALIFICATIONS:

- Bachelor's degree or the equivalent combination of education and experience preferred
- 2 years of program leadership experience and direct staff supervision of at least 4 or more employees
- Experience recruiting and managing volunteers and interns a plus
- Technical expertise in executing contracts and service delivery with LAHSA, DMH and DHS funding
- Excels at operating in a fast-paced environment and readily adaptable to changing circumstances
- Excellent interpersonal, written, and verbal communication skills, experience writing policies
- Excellent computer skills and proficient in Excel, Word, Outlook, and Access
- Prior experience working with people experiencing homelessness is preferred
- Bilingual Spanish speaking preferred



- A valid California driver's license, auto insurance (as required by law), access to reliable and timely transportation to program sites and off-site meetings

Compensation, Hours, and Benefit

- Annual Salary: \$70,000-\$75,000K
- Exempt Position: Work outside normal business hours when needed, including occasional evenings and weekends is expected depending on agency need.
- Hybrid Position with remote, office and in the field work
- Mental Wellness time off scheduled annually
- Alternative Workweek Schedule available
- Laptop computer and cell phone provided, technology monthly stipend, mileage reimbursed
- SPLA offers benefits that include paid holiday, sick time, and vacation, a 403(b) plan, medical, dental, vision, pet insurance, life insurance and flex spending
- COVID 19 Vaccination required, TB Clearance and Live Scan background check are agency requirements

Please submit cover letter and resume to: hr@safeparkingla.org