



**Position:** Project Independence Program Manager  
**Status:** Full-time  
**Exemption Status:** Exempt  
**Supervisor(s):** Director of Health and Wellness

**Agency Background:** Abode Services is a community based organization founded in 1988. Services include support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. The agency provides services throughout Alameda County; this position will provide services in southern Alameda County.

**Position Summary:** Project Independence (PI) helps youth, from 18 to 24, who have aged out of the foster care system, and their children by providing them with affordable housing linked to comprehensive supportive services. This housing plus services strategy is effective because it provides youth with a stable foundation and adult support while they finish their education or job training, find new employment and/or overcome psychological problems that interfere with their ability to live independently. The Project Independence Manager supervises all aspects of the program including supervision of program staff, documentation, and reporting

**Responsibilities:**

- Provide leadership and supervision necessary to maintain the quality of the Project Independence Program, by following its policies, procedures, and protocols. Position will report directly to the Director of Health and Wellness Services.
- Ensure that all members of Project Independence team are meeting the goals as set-forth in their program's respective grants.
- Ensure that all staff maintain and secure comprehensive case files and prepare and submit all programmatic reports as required.
- Maintain a case load of 4-10 participants.
- Ensure direct, comprehensive, integrated and coordinated services to youth emancipating from foster care.
- Facilitate regular case conferencing meetings. Assist in coaching staff and in ongoing educational efforts.
- Assist in developing materials, assessment tools, job descriptions, and other program processes/documents/tools for the Project Independence program.
- Preparation of monthly, quarterly and annual reports.
- Preparation for and attendance at program monitoring meetings as required.
- Coordinate services with participating Project Independence stakeholders.
- Participate in and facilitate the Next Steps Collaborative meetings.
- Attendance at mandatory city and county meetings as needed. Present the Project Independence program publicly to community members.
- Other tasks and duties as assigned.

**Minimum Qualifications:**

- Possession of a LCSW licensure and two years experience post licensure providing clinical supervision to staff preferred. Masters in Social Work from an accredited university and registration with the California Board of Behavioral Sciences as an associated social worker required.
- 3 years or more experience providing services to homeless youth and/or foster youth.
- Minimum of 2 years of supervisory experience.
- Strong communication skills, both verbal and written. Strong organizational and time management skills.
- Proficient in Microsoft Office computer programs.
- Proven ability to work independently and as an effective and collaborative member of a team.

- Ability to build supportive and respectful working relationships with transition age youth that instills hope and promotes self-determination using a strengths-based approach.
- Possess an understanding of and practice cultural sensitivity through open dialogue and self-exploration with diverse groups, while providing direct services.
- Ability to effectively intervene in crisis situations and make sound decisions in difficult situations with participants.
- Reliable transportation and proof of a valid and current California Driver's License and current insurance along with a clean DMV record required.
- Ability to work flexible hours, including some weekends and evenings.

**Equal Opportunity Employer/Drug Free workplace.**