



# Crisis House Job Description

**Job Title:** Safe Parking Program Lead (part-time)

**Job Location:** Hybrid; onsite at Safe Parking site and office hours in Santee

**Department:** Programs

**Reports to:** Director of Programs

**FLSA Status:** Nonexempt

**Salary:** \$29/hour

**Schedule:** Monday-Friday, 6:00 pm to 10:00 pm

## Summary:

The Safe Parking Program supports individuals living in their cars to find safety and support with the overall goal of long-term housing stability. The Safe Parking Lead is responsible for conducting intakes and assessments and providing ongoing advocacy and resource navigation for participants within the Safe Parking Program. Under the direct supervision of the Director of Programs, the Safe Parking Lead is responsible for the oversight and smooth operations of this program.

## Supervisory Responsibilities:

None.

## Essential Duties and Responsibilities

- Case Management
  - o Conduct intake and assessments for new participants in accordance with Grossmont-Cuyamaca Community College District and Crisis House policies.
  - o Develop service plans with a focus on financial stability and permanent housing.
  - o Provide individualized resources and referrals to community programs to increase access to supportive services.
  - o Provide regular and ongoing follow-up with clients on caseload.
  - o Work collaboratively with other service providers to ensure comprehensive services for program participants.
- Compliance and Reporting
  - o Maintain up-to-date, accurate client records in HMIS.
  - o Complete all required program statistic reporting in a timely and accurate manner.
  - o Tracks deliverables for assigned program(s) regularly, ensuring compliance with grant and departmental requirements.
- Financial Management
  - o Participates in the development, administration, and oversight of the program budget, tracks expenditures, and adheres to Crisis House standard operating procedures for accounting.



**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Language Ability:**

Ability to read and interpret documents such as professional journals, governmental regulations, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of clients or employees. Bilingual (Spanish) is preferred but not required.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should know Microsoft Office (e.g. Outlook, Word, Excel, Teams), Clarity, and related software.

**Education/Experience:** Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

- At least one year of experience in a similar role working with housing/homelessness case management services, self-sufficiency services, or an equivalent combination of training, education, and experience.
- Must have demonstrated ability to understand and articulate best practices around services for at-risk individuals and families including Trauma Informed Care principles, Housing First, and Harm Reduction.

**Certificates and Licenses:**

Valid CA driver's license

**Knowledge, Skills, and Other Abilities:**

Sufficient knowledge of case management best practices, trauma-informed care, and person-centered approaches to provide direct, ongoing support to case management staff.

- Advanced problem-solving, mediation, and conflict resolution skills.



- Ability to foster a harmonious, communicative, collaborative work environment.
- Ability to travel locally to client meetings, conferences, and training.
- Advanced emotional intelligence as evidenced by actions, demeanor, and responses to stressful situations.
- Knowledge of local social services/community resources

**Physical Demands:** The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The employee is required to walk, sit, use hands, and reach with hands and arms. The employee is required to climb, stand, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions.

**Benefits:** 100% paid health insurance (Dependent coverage available), Dental and vision coverage, 401k after 6 months, 401k matching, 13 paid holidays, 7 days of paid sick leave, 2 weeks of paid vacation, 2 wellness days.

**To Apply:** Are you ready to be a catalyst for change? Join us on a mission to transform lives and communities, where your skills will shape the future of Crisis House. Take the first step in making a lasting impact. Apply now to become our Safe Parking Lead and lead the charge toward a brighter future for those in crisis and need of support. **Email a cover letter and resume to [kelcie@crisishouse.org](mailto:kelcie@crisishouse.org) with "Safe Parking Lead" in the subject line.**

*This job description is not meant to be a complete listing of professional duties or responsibilities. Management reserves the right to amend any job description and/or procedure herein. Management will make every effort to notify employees of said changes within a reasonable amount of time.*

*Crisis House is an equal-opportunity employer and makes employment decisions based on merit, qualifications, and competence. Company policy prohibits unlawful discrimination based on gender, race, color, religion, creed, national origin, ancestry, citizenship, pregnancy, age, marital status, sexual orientation, medical condition, physical or mental disability, veteran status, or any other consideration made unlawful by federal, state, or local laws.*

*Crisis House will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if Crisis House is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report. Find out more about the Fair Chance Act by visiting [calcivilrights.ca.gov/fair-chance-act/](http://calcivilrights.ca.gov/fair-chance-act/).*