

Project Manager – Encampment & Parkway Outreach



- **FLSA Status:** Full-time, Exempt
- **Compensation:** \$65,000 - \$80,000 (DOE); opportunity for growth

Be part of a team that is changing lives for the better. Under the direction of the Vice President of Clinical Programs, the Project Manager leads a team of Community Health Workers (CHW), Encampment & Parkway Outreach (EPO), who engage and serve people experiencing homelessness along the American River Parkway and Unincorporated Sacramento County. The primary goal of the EPO initiative is to assist persons experiencing homelessness by connecting them to supportive services, emergency shelter, and interim and permanent housing.

About Sacramento Covered

Sacramento Covered is a nonprofit with a mission of improving the overall health and wellbeing of Sacramento area residents by connecting individuals and families to health coverage, primary and preventative care, behavioral health services, and other health-related resources. We value our team members for the essential work they do in our community year-round. Because of this, we prioritize offering competitive pay, robust benefits, and maintaining a diverse and inclusive work environment that is purpose-driven and outcomes-focused!

Healthcare Benefits

We provide:

- 100% of our employees' medical, dental, and vision plans
- 100% of employee dependents' medical plans
- Employee life Insurance coverage equal to 100% of annual salary
- A pre-tax Flexible Spending Accounts (FSA) for healthcare and dependent care expenses



Wellness Program & Paid Time Off

Each year, we provide:

- 80 hours of vacation and sick time (accrue up to 120 hours each)
- 40 hours of PTO for Exempt Positions
- 2 paid Wellness Days
- 13 paid holidays
- Employee appreciation events, professional development training, and retreats
- Access to an Employee Assistance Program (EAP) to help employees navigate work-related and personal issues



Financial & Retirement

We offer:

- A 403(b) Retirement plan with immediate employer match up to 4%
- An opportunity for yearly bonus
- An Employee Referral Program (\$250 when you refer each future team member)



Other Benefits

We also offer:

- An Employee Perks Program with discounts on amusement parks, travel, concerts, and more
- Mileage and tech reimbursement for eligible positions
- Clinical supervision hours provided by Licensed Clinical Social Worker (LCSW) staff for eligible team members
- Sacramento Covered-branded swag (shirts, hat, jackets, and more)
- Modern collaborative work space*
*most positions



Job Duties

- Supervise a team of 13 Community Health Workers conducting field-based outreach to people experiencing homelessness around the American River Parkway and/or various encampments identified in Unincorporated Sacramento County.
- Be a part of an interdisciplinary team and launch a new outreach initiative, in partnership with leaders from Sacramento County DHA & BHS
- Assist in determining the resources (time, money, equipment, etc.) required to complete the project.
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project.
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Ensure quality data collection and evaluate data for project monitoring and support.
- Assist with writing reports on the project for management and for funders.
- Ensure that the project deliverables are on time, within budget and at the required level of quality.
- Establish and maintain relationships with community based agencies, funders and stakeholders.
- Create and maintain comprehensive project documentation.
- Supervise, coach and mentor project staff and/or volunteers.
- Report and escalate to management as needed.
- Carry a modified caseload, and/or provide caseload coverage during staff vacations, leave of absences, or otherwise as needed.
- Other duties as assigned.

Requirements

- **Educational Attainment:** Bachelor's degree in Public Health, Social Work, Psychology, or other related field preferred; Or
- **Employment Experience:** At least four years of experience working in a health, nonprofit or social services field; or equivalent combination of education and experience. Supervisory experience strongly preferred.
- **All newly hired employees are required to be fully vaccinated against COVID-19 prior to the first day of employment. Must pass a background check.**
- **Preferred Skills/Qualifications:**
 - Exceptional writing and grammar skills
 - Strong attention to detail
 - Organized, flexible, and able to meet multiple deadlines at a time
 - Analytical and research skills
 - Experience working with grants, budgets and allocation

Physical Activities and Demands:

- Remaining in a stationary position, often for standing or sitting for prolonged periods.
- Moving about to accomplish tasks or moving from one worksite to another.
- Adjusting or moving objects up to 15 pounds in all directions.
- Communicating with others to exchange information.
- Repeating motions that include the wrists, hands and/or fingers. (e.g., typing)
- Assessing the accuracy, neatness and thoroughness of work assigned.

Environmental Conditions:

Normal temperatures in an open office environment. Quiet office environment with occasional noises and interruptions. Open office layout with enclosed office spaces.

To apply for this position: *Please submit a resume and cover letter.*