



Job Title: Support Services Program Manager

Status: Full Time (35 hours/week)

Program Address: 2362 Bancroft Way, Berkeley, CA 94704

About East Bay Sanctuary Covenant

Founded in 1982, East Bay Sanctuary Covenant (EBSC) provides legal and social services, community organizing, and transformative education to over 10,000 refugees and undocumented immigrants yearly. We provide free or low-cost services to people from over 60 countries with an emphasis on Latin America. For more information about EBSC's programs, please visit our website: www.eastbaysanctuary.org.

EBSC seeks to hire a mental health or social services professional to help us grow our trauma-informed support services program. The ideal candidate will have some experience in case management in Latinx and Indigenous communities. This is a managerial position that will require supervising interns and volunteers.

Responsibilities - Work collaboratively with the Support Services Team to:

- Coordinate all aspects of the Support Services program: Organize and help facilitate regular meetings with relevant team members, including notes and ongoing program development; coordinate with other members of the support services team and EBSC staff to ensure that the support services program is well-integrated into EBSC's overall programs.
- Offer limited case management services for asylum seeker clients at EBSC needing mental health support, including facilitation of family reunification, and use lessons learned to inform program development. This could include limited scope and crisis counseling, coordinating with county or other social workers, and facilitating tailored referrals.
- Facilitate development of linguistically and culturally accessible psycho-educational support groups, such as the Maya Mam women's group.
- Develop and implement trauma-informed training and support around mental health and preventative care for secondary trauma for staff, volunteers and partners.
- Help to develop and manage EBSC's pro bono therapist network.
- Develop and strengthen partnerships with other mental health and social services agencies, including the Berkeley Immigration Collaborative and other partners.
- Maintain efficient evaluation and tracking mechanisms; assist with grant reporting and development of grant proposals related to Support Services.

Required skills and qualifications:

- Commitment to EBSC's mission and values.
- Fluency in English and Spanish, written and spoken; speaking Mam or other Indigenous language a plus.
- 2-5 years of experience working with Latinx and/or Indigenous communities in a social services context.
- Excellent organizational and program development and management skills; excitement and skills to coordinate a growing program.
- Ability to work well independently as well as part of a team.
- Commitment to working in a diverse work environment as part of an anti-racist organization.
- Bachelor's degree or relevant experience.

Desired skills and qualifications:

- Master's Degree in Social Work (MSW) or Master's Degree in Counseling are desired but not required.
- A clinical license (LCSW or equivalent) is desired but not required.
- Case management skills and experience are a strong plus.
- Proficiency in MS Word, MS Excel, Google Suite.

Equal Opportunity Employer

East Bay Sanctuary Covenant is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation or other prohibited category. We strongly encourage trans & nonbinary people, women, BIPOC/people of color, LGBTQIA+ individuals, people with disabilities, and all qualified persons to apply for this position. Cultural sensitivity is crucial to this role, and we strongly value lived experiences that will inform this work.

Compensation

EBSC offers competitive compensation and a full benefits package, including medical, dental and vision insurance, and paid vacation.

Application Process

To apply, please email a cover letter, resume and two references to: Kaveena Singh:
kaveena@eastbaysanctuary.org.

Only shortlisted candidates will be contacted. Thank you for your interest in East Bay Sanctuary Covenant!