



Job Description

POSITION TITLE: Health Programs Manager

SUPERVISED BY: Director of Programs

CLASSIFICATION: Full-time, Exempt

Supervises others: Yes

Salary: \$53,663 - \$71,550 annually

Location: 95825 - Sacramento, CA

About us: Opening Doors, Inc., envisions a world in which migrants and refugees lead lives of joy and belonging, embraced by welcoming communities. Our mission is to enrich communities by supporting immigrants, refugees, and survivors of trafficking on their path towards stability, self-sufficiency and belonging.

Opening Doors is guided by our organizational values:

- **Rising Together:** We are in this together and depend on each other.
- **Honoring Dignity:** We recognize and honor everyone's strength and inherent dignity.
- **Embracing Courage:** We do the right thing, even when the path is uncertain.
- **Seeking Joy:** We take time to be together, celebrating our diverse cultures and recognizing our victories.

Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

Ideal candidate: The ideal candidate is organized, proactive and solution-oriented, with strong project management and communication skills.

They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors' mission.

Responsibilities: The essential duties and responsibilities of this position include the following. Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

- Provide overall management of projects within the Health Programs portfolio including quality service delivery, timeliness of project deliverables, project budget review and donor reporting.
- Recruit, hire, train, supervise and evaluate performance of assigned Health Program staff.
- Ensure that best practices of culturally-appropriate mental health services are integrated into Opening Doors programming.
- Establish effective relationships with local organizations, community groups and other service providers.
- Develop and maintain knowledge of appropriate public health benefits and services available to our clients.
- Work closely with the Preferred Communities' staff to refer clients to program as needed.
- Collaborate with staff in other departments to conduct outreach events and streamline internal referrals for ODI services.

- Prepare and submit periodic program and financial reports required by supervisor, CEO, board, grantors and other funders.
- Continuously monitor program's success by developing and monitoring program's goals and objectives.
- Support the Development team in researching funding opportunities and providing technical input into grant applications.
- Oversee and provide trainings and support to ODI staff on topics such as culturally-appropriate client support, intervention and trauma-informed practice.

Required Qualifications: The requirements listed below are representative of the knowledge, skills and/or abilities required.

- Ability to meet challenges with resourcefulness, easily identifying and resolving problems in a timely manner.
- Ability to work a flexible schedule to facilitate program services that may include nights and weekends.
- Demonstrates strong organizational skills with the ability to manage multiple priorities.
- Strong supervisory skills, including ability to identify and develop staff, coach through learning opportunities, collaboratively problem solve, engage in difficult conversations and advocate on behalf of staff to organizational leadership.
- Experience leading teams engaged in case management activities.
- Capable of responding promptly to client needs and managing difficult or emotional client situations.
- Ability to communicate effectively, both verbal and in writing.

Preferred Qualifications: The requirements listed below are not required but are desired.

- Understanding of non-profit grant-based project budgeting and financial and technical reporting.
- Experience in evaluating programmatic data and trends to make improvements to service delivery.
- Three years' experience in community health, mental health and wellness, refugee programs or similar areas.
- Fluency in Dari, Farsi, and or Pashto.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the **Health Programs Manager** position. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, the employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

How to apply: Candidates should email a **resume and cover letter** to humanresources@openingdoorsinc.org Include "Health Programs Manager" – [Your name]" in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants and any third parties, for employment without regard to race, color, religion, gender, sexual

orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.