

CES ANALYST JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. With focus on Equity, Transparency, Continuous Learning, Human-Centered, Community-Inspired Solutions.

This position will support the CES Manager in developing and evaluating CES programs and policies.

SSF embraces technology to develop ongoing efficiencies. Currently the office is remote and is looking to be a hybrid operation in the future. This position will be required to report to the office periodically.

Evidence of COVID-19 vaccination will be required as a condition of employment and is mandatory for all SSF staff—full-time, part-time, and independent contractors. Vaccination documentation must be provided to SSF no later than the first day of employment. Vaccination information is completely confidential between the staff member and HR. Reasonable accommodations will be considered as needed.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Develops and designs CES programs and policy elements.
- Creates various tracking tools and documents to support CES team and subcontractors.
- Supports in the development of CES contracts and RFP's.
- Develops evaluation metrics for CES programs.
- Provides ongoing program monitoring and support, as needed.
- Participates in CoC committee meetings.
- Supports in the ongoing expansion and development of the CES system.
- Develops work plans and strategies in response to annual CES evaluations.

Other Responsibilities:

- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

Ideal candidates will possess the following knowledge, skills, and abilities:

- Familiar understanding of HMIS, CoC and the CES.
- Knowledge of other systems (DHA, BHS, SHRA, etc.) a plus.
- Strong written and oral communication skills. A writing sample will be requested.
- Demonstrated commitment to honesty, integrity, and transparency.
- A deep passion for working with people experiencing homelessness (prior lived experience a plus).
- Reliable internet and a fast connection speed – the majority of work is done from home and online.
- Experience with the following software: Google suites, Microsoft Office and Asana.

Education and/or Experience:

Preferred Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience in public administration, public policy, social work, or another relevant field.

Compensation and Benefits:

Compensation range DOE.

Full-time, non-exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

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To Apply:

If you qualify, please submit your application, cover letter, and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application [HERE](#).

The position will be open until filled. Please do not contact Sacramento Steps Forward Directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agency please do not respond.

We strive for inclusivity, equity and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We seek to employ an all-star team of people who vary by their race and ethnicity, gender identity, sexual orientation, nationality, age, culture, religion, veteran status, physical and mental abilities. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.