



Camarillo Health Care District helps individuals manage ongoing health challenges, live better with chronic illness, and improve overall quality of life. Serving the area since 1969, Camarillo Health Care District is recognized as an innovative, award-winning model district throughout the State of California and the nation.

Care Services Manager: This position provides day-to-day management and oversight for District's Caregiver Center, including staffing, programming, service delivery, and grant compliance. This position ensures the Caregiver Center operates effectively in supporting older adults, people with disabilities and family caregivers through high-quality programs, resource navigation and direct client support. The Care Services manager provides supervisory leadership to Caregiver Center staff while also delivering one-on-one support directly to clients, ensuring a person-centered, hands-on approach to care coordination. This position works closely with the Care Services Director to align Caregiver Center operations with the District's strategic goals, and grant/contract deliverables.

Example of Job Duties

Essential and other important responsibilities and duties may include, but are not limited to the following:

Management and Oversight:

- Provide day-to-day management and oversight of the Caregiver Center, including staffing, scheduling, programming, and service delivery.
- Supervise, train and evaluate the performance of Caregiver Center staff and interns.
- Develop and implement systems and procedures to ensure efficient daily operations of the Caregiver Center.
- Design and monitor operational workflows to ensure programs are delivered consistently, and in compliance with best practices, grant/contract requirements and within budget.
- Foster a collaborative, supportive team environment among Caregiver Center staff.
- Assist the Care Services Director in developing and managing the Caregiver Center budget.

Grant & Program Compliance:

- Provide oversight of Caregiver Center grants and contracts, ensuring compliance with all funder requirements.
- Prepare and submit required reports, track deliverables, and analyze program data to demonstrate outcomes and meet contract/grant obligations.
- Maintain up-to-date knowledge of grant regulations, reporting timelines, and eligibility requirements.

To Apply

<https://www.camhealth.com/join-our-team>

Camarillo Health Care District
Human Resources Department
3639 E. Las Posas Rd, Ste 117
Camarillo, CA 93010
805-388-1952 ext. 125

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The eligible list established from this recruitment may be used to fill current and future positions.

- Monitor program performance against grant/contract deliverables and implement adjustments as needed to maintain compliance.
- Support the Care Services Director in identifying and pursuing additional funding opportunities to sustain and expand Caregiver Center services.
- Ensure all required documentation, client files, and data tracking systems meet funder and regulatory standards.

Programming:

- Oversee the planning, coordination, and implementation of Caregiver Center programs and services, including caregiver education series, support groups, Memory Cafes, Caregiver Symposiums, One-Stop-Shops/Care Labs, and evidence-based programs (such as *Powerful Tools for Caregivers*, *Dementia Live*, *Dealing with Dementia*).
- Work with Care Services Director to ensure programming addresses the diverse needs of older adults, people with disabilities, and family caregivers, while also incorporating feedback received from the public on ways to improve programming and practices.
- Develop and maintain relationships with community partners, healthcare providers, and aging network service organizations to expand access to Caregiver Center programming and resources.
- Represent the Caregiver Center and District at community events, coalitions/collaboratives/councils, and public presentations.

Direct Client Support:

- Provide direct, one-on-one support to clients, including consultations, assessments, resource navigation and short-term person-centered care management and care planning.
- Maintain accurate and complete client files in compliance with best practices.
- Co-facilitate caregiver support groups, workshops, and educational sessions as needed.

Quality Improvement and Collaboration:

- Collaborate with the Care Services Director to ensure the Caregiver Center services align with the District's overall strategic goals.
- Participative in quality improvement initiatives to enhance client outcomes and caregiver experience.
- Work collaboratively with other District departments to coordinate services and referrals for shared clients.
- Stay current on best practices, community resources, and emerging trends in caregiving, aging services, and disability support.
- Utilize personal vehicle for site visits, home visits, and community meetings as needed.

Marginal Functions:

- Perform other duties as assigned.

Minimum Qualifications

- **Education:** Bachelor's degree in social work, gerontology, public health, counseling, or related human services field required; Master's degree preferred.

- **Training and Experience:** Experience in caregiver support, aging services, care management, or related human services field, including supervisory or management experience; experience managing grant-funded programs and reporting on contract deliverables. Experience developing and monitoring program budgets and operational systems. Proficient level using Microsoft Excel, Word, and PowerPoint, and other software analytics necessary to manage program and client data.
- **Physical Conditions:** Essential and marginal functions require maintaining physical condition necessary for standing at least three (3) hours per day; sitting at least three (3) hours per day; lifting/carrying up to twenty-five (25) pounds; pushing/pulling up to twenty-five (25) pounds; and must be able to tolerate temperature changes
- **Mental Conditions:** Essential and marginal functions require: the ability to work under pressure; ability to communicate tactfully and effectively verbally and in writing; ability to work independently; sensitivity to persons with special needs; ability to adjust and be flexible to changing working conditions and job structure which may alter the direction of daily schedule; and must be extremely organized.
- **Other Requirements:** Criminal records clearance.

Compensation & Benefits

Hiring Range: \$75,000-\$95,000 annual salary

Position Pay Schedule: \$71,818.24-\$115,806.00

Work schedule : Full Time 8:00 am-5:00 pm Monday through Friday.

Attractive benefits package

- California Public Employees' Retirement System (CalPERS); CalPERS 457Deferred Compensation plan
- Medical insurance plans offered through the CalPERS Health Program.
- Annual Accrual Rates: Leave accrual rates vary bi- weekly, based on years of service and weekly hours worked
- Holidays: The District observes 11 holidays per year.