

# Application Form

## Profile

James \_\_\_\_\_ Worley \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Danville CA 94526  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### Which supervisorial district do you live in?

District 2

## Education

### Select the option that applies to your high school education \*

G.E.D. Certificate

### College/ University A

#### Name of College Attended

Franciscan University

#### Degree Type / Course of Study / Major

BS/Business Admin

#### Degree Awarded?

Yes  No

### College/ University B

#### Name of College Attended

Cal State East Bay

**Degree Type / Course of Study / Major**

Home Inspection

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

DVC

**Degree Type / Course of Study / Major**

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

Pittsburgh Appraisal Institute

**Hours Completed**

75

**Certificate Awarded?**

Yes  No

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**Board and Interest**

**Which Boards would you like to apply for?**

Contra Costa Council on Homelessness: Submitted

**Seat Name**

**Have you ever attended a meeting of the advisory board for which you are applying?**

Yes  No

**If you have attended, how many meetings have you attended?**

3

**Please explain why you would like to serve on this particular board, committee, or commission.**

I would like the opportunity to network and share ideas to confront the homelessness and reentry issues here in Contra Costa County.

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### **Qualifications and Volunteer Experience**

**I would like to be considered for appointment to other advisory boards for which I may be qualified.**

Yes  No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?**

Yes  No

**List any volunteer or community experience, including any advisory boards on which you have served.**

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**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

I have 12 years of experience in the non profit field, specifically concerning homelessness and related issues. Of those 12 years 4 of these years have been spent in the reentry field.

[James\\_Worley\\_Resume\\_2019.docx](#)

Upload a Resume

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### **Conflict of Interest and Certification**

**Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

Yes  No

**If Yes, please identify the nature of the relationship:**

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

Yes  No

**If Yes, please identify the nature of the relationship:**

**Please Agree with the Following Statement**

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**I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.**

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I Agree

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**Objective:** I am seeking a position with a firm that will continually challenge my knowledge and engage me with a constant flow of project based work. My prior work has always involved a high degree of troubleshooting to accompany any processes we engage in. I greatly enjoy working with people and an ideal work environment includes a close knit team working on projects with a technical focus.

## Work Experience:

**Shelter, inc Concord, CA**

**April 2019**

**- Present**

### Program Director

This position develops and manages multiple housing, employment and services programs designed to increase residential stability for individuals and families experiencing or at risk of homelessness who meet program eligibility requirements.

- Manage programs and staff to achieve all program and contractual deliverables.
- Develop and maintain policies/procedures manual for assigned programs.
- Participate in obtaining funds and or grants, including writing of grants.
- Develop, implement and manage overall budgets for programs.
- Manage service-related expenditures and overall approved program budget according to established policies/procedures.
- Manage public and private contracts related to program(s), develop and accomplish applicable scope(s) of work and serve as point-of-contact for funders. Assist with grant applications and contract negotiations. Research, identify, and coordinate within agency to obtain new funding, support, and partnerships.
- Conduct periodic case reviews with case managers to monitor applicant's needs assessment, eligibility confirmation processes, monitor progress, and fine-tune intervention strategies and techniques.
- Continually evaluate the overall quality and effectiveness of program design and services; recommend adjustments to improve outcomes and contractual obligations; prepare for and present program reviews
- Provide top quality external and internal customer service with an emphasis on responsiveness, confidentiality, consistency, and non-discrimination.
- Establish and develop initiatives, partnerships, services, and programs.
- Establish and monitor caseloads and work activities of direct reports to ensure service delivery and contract outcomes.
- Actively engage in staff development through agency performance management process, ongoing feedback (including regular One-on-Ones), and identification of training opportunities.
- Quickly identify and address performance-related concerns, following agency policies and procedures. Ensure staff knowledge of, and adherence to, all applicable laws and regulations, professional standards, and agency Code of Conduct.
- Promote internal collaboration through service coordination meetings, committees, and leadership initiatives to ensure agency outcomes, effective services, good communication,

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replace safety and overall staff development.

## **Abode Services, Fremont, CA**

**Dec 07 -**

**April 2019**

### Housing Specialist - for County Referred Residential Housing

- Supervise the provision of housing services for various housing
- Supervise housing specialists, case managers, compliance specialists and data specialists.
- Assign point person on housing staff for each referred household, and monitor overall case load assignments to ensure evenness and manageability.
- Maintain a small case load of participants of RAP and TBRA participants - conduct housing search and location, inspections, and other housing.
- Conduct landlord outreach and engagement.
- Troubleshoot housing issues and challenges.
- Ensure timely completion of annual HQS inspections, income certifications, exit documentation, and any other necessary housing paperwork by coordinating closely with case management partners.
- Track housing placements and other important data points, provide reports as needed.
- Create legal documentation for both client and landlord based disputes

## **Decision One Mortgage (HSBC Division), Modesto, CA**

**May**

**05 - Nov 07**

### Residential Home Loan Underwriter

- Fully reviewed residential loans in accordance with underwriting guidelines
- Computed debt-to-income and loan-to-value ratios for each loan
- Reviewed credit reports and property appraisals to complete loan packages

## **National Real Estate Information Services, Pittsburgh PA**

**Feb**

**03 - Nov 04**

### Residential Review Appraiser

- Reviewed Field Appraiser property appraisals for accuracy and relevance
- Verify adherence to company quality standards and metrics
- Investigated and resolved any questions or problems with appraisals

## **Education:**

### **Franciscan University, Steubenville OH**

Bachelors of Science; Business Administration

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## **Certifications and Continuing Education:**

“Build it Green” - Green Building Certification  
CSUEB - Home Inspector Certification Program  
Pittsburgh Realtors Institute: Real Estate Appraisal  
Certified Home Inspector  
Certified Green Building Professional  
Certified HUD HQS Inspector