

Date Posted: 02/18/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Program Manager (Part-Time/Contract Position)

Employer/Agency: Mental Health America
Pro Bono Counseling Program

Job Description: Mental Health America of Greater Houston is seeking a program manager for our Pro Bono Counseling Program. Responsibilities include managing the delivery of group counseling services throughout greater Houston; coordinating the services of approximately 75 volunteer therapists; maintaining accurate, up-to-date records regarding pro bono client services; and marketing and growing the Pro Bono Counseling Program. This individual will work closely with the Director of Education & Training, the Director of Communications, and other MHA staff to ensure quality delivery of pro bono counseling services to a growing number of Houston-area residents. This is a contract position envisioned to require approximately 20 hours per week

Qualifications: Licensed, Masters-level mental health professional (LMSW, LCSW, LPC, LMFT, etc.). Experienced counselor/therapist comfortable working with a diverse clientele. Strong organizational, communication, and interpersonal skills required. Experience working with and managing volunteers is preferred. Knowledge of the Houston-area non-profit/social services community is desirable. Bilingual (English/Spanish) a plus, but not required.

Salary/Hours: Part-Time/20 hours per week

Employer/Agency: Mental Health America
Pro Bono Counseling Program

Address: 2211 Norfolk, Suite 810

City, State, Zip: Houston, TX 77098

Contact Person: Lynette Day
Email: lday@mhahouston.org.

Application Method: Please send resume and cover letter to Lynette Day, lday@mhahouston.org.

Opening Date: Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***