

Date Posted: 2/8/10

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

JOB OPPORTUNITY POSTING

- Job Title:** Program Manager
- Employer/ Agency:** Houston Department of Health and Human Services – Kids Village
- Job Description:** Oversees, coordinates and monitors various Human Service programs and activities throughout the City of Houston.
- Provides case management to a dynamic caseload of clients for the Kids Village Initiative program. Provides and schedules topic and skill development groups for behavioral and household stabilization. Supports Multi-Agency staffing. Provides program updates, recommendations and updates. Develops relationships with resource agencies to better serve clients in this program.
- Qualifications:** Requires an Associate's degree in Business Administration, Management or a closely related field. Two years of experience in coordinating and managing community programs and activities are required. Valid Texas driver's license and compliance with the City of Houston policy on driving (AP 2-2).
- Preferences will be given to applicants with Case Management or Program Management experience working with clients from varied backgrounds requiring complex services. Grant writing/reporting and goal setting experience. Experience in developing and leading small group discussions on social/mental health topics. experience working with various social services agencies developing partnerships for better client referrals.
- Salary/Hours:** M-F, 8am-5pm; \$27,278-\$41,626 Annually
- Employer/ Agency:** Health and Human Services, Neighborhood Services
Address: 4605 Wilmington (Sunnyside MSC)
City, State, Zip: Houston, TX
- Application Method:** Only original applications, resumes and online submissions are accepted and must be received by the Human Resources

Department during posting opening and closing dates shown. For advanced consideration apply online at: www.houstontx.gov.

For application status inquiries or special accommodations, please call (713) 794-9141. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

Opening Date: Opened 12/16/09 until filled.

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