

Date Posted: 04/15/13

Job Opportunity Posting

Job Title:	Program Manager
Employer/ Agency:	Horizon Eagle Program
Job Description:	<p>Assists the Chief Executive Officer in program planning and provides specific information on program activities, and program measures. Serves as a supervisory liaison between direct service staff and Chief Executive Office (CEO). Ensures program staff meets performance goals and outcomes for Horizon Eagle</p> <p>Program. Works with Program Staff to ensure they fully understand Horizon Eagle Program Requirements. Provides innovative thoughts and ideas to strengthen the delivery of the Horizon Eagle Program. Responsible for monitoring outcomes of program provided by staff and reporting results to Chief Executive Director. Collects and Compiles program data from reports of program activities for semiannual and annual reporting to funders from program staff. Compiles and reports weekly reporting of programmatic activities to CEO via Excel Spreadsheets and/or Microsoft Word or other reporting tools. Resolves any concerns reported by program participants or staff to Chief Executive Officer. Attends weekly staff meetings, partner meetings to keep abreast of program activities. Actively involved in raising awareness of the program within the community. Responsible for ensuring office is secured at end of day. Other Duties as assigned.</p>
Qualifications:	<p>Must be a team player who is professional friendly and courteous to all Horizon Outreach clients and staff and possess the ability to work with a diverse multifaceted team. Must have a Bachelor's Degree or 5 to 7 years previous Program Manager Experience overseeing a program of similar capacity and design. Have the ability to meet monthly reporting requirements, Experience working with individuals or families experiencing homelessness or low income individuals, military veterans in a non-profit agency. Experienced in providing supportive services. Ability to travel to One Stop Centers via POV or Outreach Van to partner sites and support groups to monitor progress of activities. Must be Proficient in the use of HMIS, Microsoft Office (Excel, Word, PowerPoint). Have the ability to bring a sense of innovativeness and insight that would enhance the effectiveness of the Horizon Eagle Program. Ability to work a flexible schedule. Ability to move 30 lbs without assistance</p> <p>PREFERRED EXPERIENCE:</p> <p>Candidate with previous experience providing case management services to military veterans who are experiencing homelessness or who have a dual-diagnosis (i.e. PTSD, Substance Abuse Issues, etc.). Licensed LMSW</p>
Salary/Hours:	Grant Funded
Employer/Agency:	Horizon Outreach
Address:	256 N. Sam Houston Pkwy East Suite 115
City, State, Zip:	Houston, TX 77060
Contact Person:	Katrina Johnson
Contact Title:	CEO
Email Address:	kjohnson@horizonoutreach.org
Application Method:	For More Information regarding this position, please contact: Katrina R. Johnson (Executive Director) Office: (713) 467-4966 ext. 222 Fax: (832) 553-3121 E-Mail: kjohnson@horizonoutreach.org
Opening Date:	Summer 2013

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.