

Date Posted: 04/18/13

## Job Opportunity Posting

Job Title:	Program Coordinator
Employer/ Agency:	Depression and Bipolar Support Alliance Greater Houston
Job Description:	<p>DBSA provides Free Support groups to assist individuals and family members in the recovery of Depression and Bipolar Disorder. Program Coordinator will: Participate with Board of directors through committees to ensure effective integration of strategic directions into program work plans. Provide management level leadership for the development and oversight of all assigned. DBSA Support Groups and Services, including planning, marketing and program evaluation. Responsible for recruitment, training, coaching and supervision of assigned volunteers and professional facilitators. Visits support groups on a regular basis and as needed when problems occur: may require substituting on occasion. Develop and monitor program service methods, data analysis, and service delivery systems. Manage an on-going community needs assessment; collaborate with community partners to provide service and make presentations as needed. Maintains records on all groups and facilitators.</p>
Qualifications:	<p>Masters Degree and appropriate Mental Health License (LPC, LMSW, LCSW, LMFT). Prefer 3 years experience in mental health field and supervision experience beneficial. Knowledge of Depression and Bipolar Disorders. Bi-lingual preferred. Knowledge of applicable healthcare delivery systems and Community referral resources. Proficiency with Microsoft Office applications, especially Word, Excel, and Power Point.</p>
Salary/Hours:	DOE
Employer/Agency:	DBSW-Grater Houston
City, State, Zip:	Houston, TX
Contact Person:	Jennifer Strich
Contact Title:	Program Director
Telephone Number:	713.600.1137
Email Address:	<a href="mailto:j.strich@dbsahouston.org">j.strich@dbsahouston.org</a>
Application Method:	Fax or email resume to Jennifer Strich
Opening Date:	Immediately

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