

Job Title	Program Coordinator – First Responders
Employer/ Agency	AIDS Foundation Houston, Inc.
Job Description	This position is primarily responsible for managing the daily operations and programmatic supportive services for HIV positive individuals in a housing program. The Program Coordinator monitors the client’s stay and coordinates discharge and intake planning. The Program Coordinator supervises all required staff. The Program Coordinator will oversee in scheduling programming partners to ensure that clients are reaching programmatic goals. The Program Coordinator will oversee operations, including but not limited to coordinating with operations and maintenance, purchase of supplies, payment of utilities, and support services including but not limited to case management as provided by program guidelines by performing the following duties personally or through subordinates. This Coordinator position is for this population: Apartment/Community-based scattered site housing for chronically homeless, disabled men and women with long standing co-occurring mental health and substance abuse issues.
Qualifications	<p>Bachelor’s Degree in counseling, social work, or related human services; or three to five years related experience and/or training; or equivalent combination of education and experience. Supervisory experience required. Masters Degree Strongly Preferred. Bilingual preferred.</p> <p>OTHER QUALIFICATIONS:</p> <ol style="list-style-type: none"> 1. Minimum of two years experience in HIV/AIDS housing and homelessness experience. 2. Ability to supervise volunteers with mature judgment, tact, and diplomacy at all times, ensuring that AFH policies and procedures are complied with at all times. 3. Ability to demonstrate leadership and interpersonal skills, and ability to motivate people from all walks of life. 4. Sensitivity to and respect of cultural diversity. 5. Ability to anticipate needed changes in programs and to manage the implementation of these changes. 6. Ability to support the Development Department team and the AFH organizational team. 7. Ability to lead by example and to represent AFH professionally in the community 8. Ability to process programmatic reports and evaluations and initiate appropriate changes to ensure achievement of goals and objectives. 9. Ability to use considerable judgment and initiative in order to establish programmatic policies and procedures. 10. Ability to make decisions in accordance with established policies and procedures. 11. Possess organizational skills and the ability to prioritize multiple tasks. 12. Ability to use considerable judgment and initiative required to make decisions in accordance with established policies and procedures and programmatic needs.
City, State, Zip	Houston, TX
Fax Number	(713) 623-4029
Email Address	hr@afhouston.org
Application Method	Email or fax your cover letter and resume to hr@afhouston.org or (713) 623-4029. No phone calls please.
Opening Date	4/28/14

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