

Job Title	Chief of Community and Support Services
Employer/ Agency	Houston Area Community Services
Job Description	<p>Works in Federally Qualified Healthcare Center. Provides support and management expertise to Housing, Health Promotions and Adult Day Treatment divisions.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Provides overall area leadership and management of program goals and outcomes. • Utilizes appropriate assessment techniques to evaluate programs—ensuring mission accomplishment and high quality health services; uses findings to advise senior leadership and inform program and policy development. • Plans, administers and manages the department’s operating budgets with support from the CFO • Oversees the department’s strategic planning process, plans, goals, priorities and establishes measurable objectives—in alignment with the mission, vision, strategic direction, and priorities of HACS and its key partners. • Hire, train, supervise and evaluate staff assuring accurate documentation in participant files, adherence to confidentiality policies as well as provide ongoing staff support and feedback • Uses formal and informal organizational structures within HACS to integrate department’s services with medical and behavioral health services. • Identify areas for program improvement and innovation and work with staff to revise or refine policy and protocol to enhance program functioning, incorporating participant suggestions and best practices as often as possible. • Develop collaborations with other community-based organizations. • Establishes, nurtures and maintains positive external relationships with individuals, businesses and community-based organizations that support the agency’s outreach efforts. • Other related duties as assigned by the CEO.
Qualifications	<p>Education, Experience, Licensure/Certification and Skills/Abilities Related Requirements:</p> <ol style="list-style-type: none"> 1. Bachelor’s (master’s) degree required in social service, public health or business. 2. A minimum of 5 years of full-time supervisory experience. 3. Experience with HUD funded housing programs. 4. Demonstrated experience in implementing programs/initiatives. 5. Must have excellent written and verbal communications skills, as well as, presentation skills. 6. Excellent organizational and interpersonal skills. 7. Excellent innovation and creativity skills. 8. Skills to prepare management and other reports as necessary to a high standard. 9. Aptitude to pay high attention to detail to ensure that high quality work leaves the organization; 10. Able to work under pressure, to tight deadlines and coordinate the input of others in these circumstances. 11. Faculty to manage change.

	12. Works effectively with a range of partners and stakeholders. Continuing Education and Training Requirements: Participates in training required by the funding source and/or required by licensing board.
Salary/Hours	DOE
Employer/Agency	Houston Area Community Services
Address	2150 W. 18 th St., Suite 300
City, State, Zip	Houston, TX 77008
Contact Person	Christopher Cole
Contact Title	H. R. Manager
Fax Number	713-979-3651
Email Address	ccole@hacstxs.org
Application Method	Apply online at www.hacstxs.org Click "join our team"
Opening Date	June 2015

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