

Date Posted: 02/07/13

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

**JOB OPPORTUNITY POSTING**

**Job Title:** Children's Services Division Administrator

**Employer/Agency:** Harris County Protective Services for Children & Adults

**Job Description:** Reports to the Executive Director and provides overall strategic direction for the Children's Services Division which includes the Children's Crisis Care Center, Medical/Dental Clinic, and the Preparation for Adult Living and Houston Alumni and Youth Center programs. Develops the division budget and establishes strong fiscal oversight and control. Ensures program accountability. Develops and implements methods for collection and analysis of statistical data for outputs and outcomes; prepares management reports. Builds collaborative, professional relationships with internal and external stakeholders, including, but not limited to the Department of Family and Protective Services, Texas Workforce Commission, Family and Juvenile Courts, boards, external regulatory entities, and community partners. Performs other duties as assigned.

**Qualifications:** A Bachelor's Degree in a social services related field plus ten (10) years' social services experience, preferably working with children, youth and young adults of which two (2) years' experience must have been in a supervisory or administrative capacity. OR a Master's Degree in a social services related field plus five (5) years' social services experience, preferably working with children, youth and young adults of which two (2) years' experience must have been in a supervisory or administrative capacity

JOB SKILLS: A working knowledge of strategic planning, management principles and practices, program planning and implementation, program budgeting and fiscal management, fund development and policies, procedures and regulations is required. Successful candidate must possess a working knowledge of contract compliance. Must possess the skill to maintain and establish effective working relationships. Effective oral and written communication skills are required. Must have the ability to develop procedures and techniques to ensure effective management of resources as well as to organize, direct and coordinate the activities of assigned staff and program operations. Ability to provide leadership and exercise authority, to analyze complex issues, draw conclusions, and initiate appropriate action required. Knowledge of the child protection, employment and healthcare systems.

**Salary/Hours:** DOE

**Employer/Agency:** Harris County  
**Address:** 1310 Prairie-Suite 400  
**City, State, Zip:** Houston, TX 7002-2021

**Application Method:** 1310 PRAIRIE – SUITE 170 Houston, TX OR [JobApps@bmd.hctx.net](mailto:JobApps@bmd.hctx.net)  
Three (3) Letters of Recommendation Will Be Required Prior To Employment.

**Opening Date:** Immediate

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@CENTRAL.uh.edu](mailto:mswjobs@CENTRAL.uh.edu) with the hiring details of your new job opportunity. Thank you***