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

JOB OPPORTUNITY POSTING

Job Title: Program Manager

Employer/Agency: Harris County Kinder Emergency Shelter

Job Description: The Program Manager is responsible for the overall operation of the Kinder Emergency Shelter program, an emergency placement for a maximum of 24 youth. Develops, maintains and implements shelter policies and procedures; the hiring and overall supervision and administration of child care and food service staff. Continues development of a comprehensive program that addresses the needs of the children/youth which includes education, recreation, and coordination of therapeutic activity. This position ensures compliance with all licensing regulations and ensures a program to meet the physical and emotional needs of the youth placed in residential programs. The Program Manager oversees the management/maintenance of all required client data management systems, compliance with program quality improvement and accreditation standards. Must maintain the minimum number of training hours annually as required by each license or certification.

Qualifications: A Bachelor's degree in one of the Behavioral or Social Sciences plus five years' experience in the Child Care/Residential Care field or a closely related field in a child placing agency/program of which two years' experience must have been in an administrative and supervisory role; OR a Master's degree plus two years' experience in a Child Care/Residential program in an administrative and supervisory role is required. Experience in leadership, planning, coordinating; experience in program development and administration.

JOB SKILLS: Must have a current Child Care Administrator's license from the Department of Family and Protective Services or eligible to secure a license. License must be secured within six months of employment. Must maintain advanced degree license, if it is held. Must also have an automobile and liability insurance. Knowledge of the Texas Family Code and state childcare licensing regulations required. Must have ability to work effectively with a variety of agencies and groups providing referrals to the Kinder Emergency Shelter. Ability to recognize differing philosophies and be able to establish positive relationships. Must also be self-motivated and self-disciplined to work independently, maintain flexible working hours, and function under stress. Must possess excellent casework and documentation skills. Knowledge and understanding of adolescent problems and stages of development necessary. Must possess the skill to work with adolescents and the ability to work with other agencies and/or systems. Excellent verbal and written communication skills are essential. Prefer skill and utilization of Microsoft Office Suite including Microsoft Word; data entry skills essential.

Ability to manage a variety of different projects simultaneously as well as providing on-going services to children in placement.

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

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 mchwjobs@CENTRAL.uh.edu with the hiring details of your new job opportunity. Thank you