

<b>Job Title</b>	Program Specialist
<b>Employer/ Agency</b>	ESCAPE Family Resource Center
<b>Job Description</b>	<p>Responsible for direct supervision and coordination of ESCAPE programming and educator staff at on/off site locations to ensure the quality of services provided to participants. Contribute to Agency strategic planning for the enhancement and expansion of programs.</p> <p><b>DUTIES OF POSITION:</b></p> <ul style="list-style-type: none"> <li>• Responsible for the on-going supervision of program educators, volunteers, and intern staff, which includes site visits to various locations</li> <li>• Responsible for the coordination and implementation of programs at on/off site locations</li> <li>• Ensures full programming coverage by securing ESCAPE educators and/or serving as a substitute educator as needed</li> <li>• Assists in the supervision of field placement interns from local universities with which ESCAPE has working agreements</li> <li>• Available to act as an educator to facilitate and/or substitute as needed</li> <li>• Ability to develop, direct, and implement strategic plans and goals to meet program projections</li> <li>• Ensures the timeliness and accuracy of program documentation for data gathering and financial reconciliation purposes, as well as verifying the accuracy of program statistical reporting.</li> <li>• Responsible for the recruiting and interviewing of potential Program Educators, along with processing of employment applications, CPS and Criminal background checks, and assisting with training/mentorship for prospective educator staff and/or volunteers</li> <li>• Attends community events, fairs, and provides presentations to market programs</li> <li>• Responds to emergencies from educator staff as needed</li> <li>• Assists with educator training and evaluations</li> <li>• Assists with program curriculum refinement and development</li> <li>• Assists in program strategic planning and improvement</li> <li>• Works as a team player and promotes a positive work environment.</li> <li>• Responsible for adhering to the policies, procedures and professional ethics of ESCAPE, as defined by ESCAPE's Employee Policies &amp; Procedures Manual.</li> <li>• Performs other duties as assigned by the Chief Executive Officer, Chief Operating Officer, and/or Chief Program Officer</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Master's degree in Social Work, Education, and/or related field</li> <li>• Supervisory experience of paid employees/volunteers</li> <li>• 3-5 years of experience in social services and/or education field</li> <li>• Ability to facilitate child abuse prevention programs to maximize participant learning potential</li> <li>• Belief that there are effective alternatives to physical punishment</li> </ul>

	<ul style="list-style-type: none"> <li>• Well versed in the causes of child abuse and neglect, and in effective prevention techniques</li> <li>• Ability to contribute to strategic planning for the enhancement and expansion of child abuse prevention programming Must possess superior written and oral presentation and communication skills in the English language</li> <li>• Experience in forming effective community relationships for collaborative purposes</li> <li>• Outstanding interpersonal and organization skills</li> <li>• Available to educator staff to handle program emergencies</li> <li>• Available to work a flexible schedule, including regular evenings and weekends</li> <li>• Must have access to a functioning vehicle for work purposes and be willing to travel to various off-site program locations in the greater Houston area</li> <li>• Must possess computer skills and a working knowledge of Microsoft Office (Word, Excel, Power Point, &amp; Outlook)</li> </ul>
<b>Salary/Hours</b>	Full Time, Commensurate with experience
<b>Employer/Agency</b>	ESCAPE Family Resource Center
<b>Address</b>	1721 Pech Rd., Suite 300
<b>City, State, Zip</b>	Houston, TX 77055
<b>Contact Person</b>	Nicole Huff, LCSW
<b>Contact Title</b>	Chief Programs Officer
<b>Telephone Number</b>	713-942-9500 x33
<b>Fax Number</b>	713-942-0702
<b>Email Address</b>	<a href="mailto:nicoleh@learntoparent.org">nicoleh@learntoparent.org</a>
<b>Application Method</b>	Please send resume and cover letter
<b>Opening Date</b>	Immediate

To post a job opportunity or 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.

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