

Date Posted: 01/05/12

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

JOB OPPORTUNITY POSTING

| | |
|-------------------------|--|
| Job Title: | Program Coordinator |
| Employer/Agency: | DBSA Greater Houston |
| Job Description: | <p>DBSA provides Free Support groups to assist individuals and family members in the recovery of Depression and Bipolar Disorder.</p> <p>Job Description Program Coordinator will:</p> <ul style="list-style-type: none">• Participate with Board of directors through committees to ensure effective integration of strategic directions into program work plans.• Provide management level leadership for the development and oversight of all assigned DBSA Support Groups and Services, including planning, marketing and program evaluation• Responsible for recruitment, training, coaching and supervision of assigned volunteers and professional facilitators• Visits support groups on a regular basis and as needed when problems occur: may require substituting on occasion• Develop and monitor program service methods, data analysis, and service delivery systems• Manage an on-going community needs assessment; collaborate with community partners to provide service.• Maintains records on all groups and facilitators. Some nights and weekends are required. |
| Qualifications: | <p>Masters Degree and appropriate Mental Health License (LPC, LMSW, or LCSW)</p> <ul style="list-style-type: none">• Prefer 3 years experience in mental health field and supervision experience beneficial.• Knowledge of applicable healthcare delivery systems and Community referral resources.• Proficiency with Microsoft Office applications, especially Word, Excel, and Power Point. |

| | |
|----------------------------|--|
| | •Bi-lingual preferred |
| | |
| Salary/Hours: | Full time 8a-5p with some nights and weekends Compensation is competitive |
| Employer/Agency: | DBSA Greater Houston |
| Address: | 3800 Buffalo Speedway, Suite 350 |
| City, State, Zip: | Houston, TX 77098 |
| | |
| Contact Person: | Jennifer Strich |
| Contact Title: | Program Director |
| | |
| Phone Number: | 713-600-1134 |
| Fax Number: | 713-600-1137 |
| Email Address: | j.strich@dbsahouston.org |
| | |
| Application Method: | Fax or Email resume to Jennifer Strich |
| | |
| Opening Date: | January 1, 2012 |

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you