

Date Posted: 01/30/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Program Director

Employer/Agency: Humble Area Assistance Ministries

Job Description: Under the direction of the Executive Director, this position is responsible for coordinating all client services programs, including program staff and volunteers, for the agency.

PRIMARY RESPONSIBILITIES:

Program Administration

- Design, administer, and evaluate all programs consistent with the agency's strategic plan; local and national policies; client needs; and community indicators, trends, and practices.
- Hire, develop, & supervise all program leadership staff; participate in the evaluation of all other program staff.
- Develop, manage & supervise student intern program.
- Ensure that all program staff members are competent & receive the necessary ongoing professional development to ensure the agency's success.
- Oversee and manage program volunteers through Client Services Case Manager to ensure each volunteer has adequate skills to support the program's leadership and fulfill required duties.
- Work with the Executive Director to develop new programs and refine existing ones.
- Oversee all program policies and procedures, provide quality control measures and standards, and maintain an accurate program manual.
- Participate in planning & executing a budget for the agency as it relates to the use of resources for client services.
- Serve as the champion for creative thinking & implementation in order to ensure that the agency's goals are met.
- Work with local agencies, organizations, and committees to ensure HAAM's presence and visibility in the community.
- Provide and interpret agency statistics to the Executive Director, Executive Board, Trustees, and other

appropriate sources.

Program Grants/Funding

- Coordinate the use and disbursement of all program grants in accordance with the applicable regulations and restrictions.
- Ensure that all recordkeeping and grant reports are complete, accurate, and on time.
- Provide assistance to the Executive Director and Development Coordinator in seeking and applying for such funding including design and budget.

Other Responsibilities

- Serve as agency spokesperson as appropriate/needed.
- Attend staff meetings and participate in organization-wide programming activities.
- Attend meetings of the Executive Board of Directors and Board of Trustees, as needed.

Qualifications:

- Master's degree in Social Work or a related field required. LMSW OR LCSW preferred.
- Minimum of 3 to 5 years of successful, nonprofit programming experience.
- Bilingual preferred.
- Must be able/willing to supervise college/graduate student interns.
- Must be willing and able to travel when necessary.
- Must be willing and able to work with diverse populations in diverse locations.
- Must be willing and able to make last-minute changes to accommodate job responsibilities.
- Must have viable transportation.
- Ability to work well in a team environment.
- Ability to handle multiple, concurrent programs.

Salary/Hours:

DOE

Employer/Agency:

Humble Area Assistance Ministries

Address:

1302 First Street

City, State, Zip:

Humble, TX 77338

Application Method:

Forward resume, cover letter and salary history/expectations to: HR@haaministries.org. No phone calls please.

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@sw.uh.edu with the hiring details of your new job opportunity.

Thank you