

Job Title	Program Director
Employer/ Agency	Youth Genesis Consulting, Inc.
Job Description	<p>Program Design and Implementation Plan: Development of the Curriculum Implementation Plan; Prevention Service Delivery Plan (Comprehensive Service Plan for the Implementation of the required Key Performance Measures and six Center for Substance Abuse Prevention (CSAP) Strategies); Develop individual goals and implementation requirements for each prevention staff member to include all strategies and service delivery throughout the contract year – the individual goals should be projected to achieve the total annual goals for each strategy; Conduct reviews and assess individual goals and overall program performance to achieve quarterly and annual program goals and curriculum outcomes; Conduct ongoing meetings with the schools or community sites to assess and review service delivery; Develop a plan and process for staff to obtain all MOUs with the schools and community sites where services will be provided prior to service delivery; Assist staff in obtaining or renewing MOUs with all DSHS-funded providers; social service agencies; and other community resources that may provide support services for program participants. Staff Observations: Observations of staff service delivery or curriculum and all required strategies; Meet with staff to review observation results and develop a plan of action if necessary; Develop staff training plan with timelines based on observation results; Provide guidance and technical assistance or program service delivery as necessary; Develop fidelity monitoring tools and checklists to provide guidance for staff; Conduct fidelity monitoring of curriculum delivery and review results with staff and/or team; Review pre/post test results and outcomes for individual staff to determine the success or effectiveness of the service delivery. Staff Training: Develop a training plan to ensure staff meets all training requirements and track all training completed; Develop a timeline and implement staff training plans and maintain documentation of all training; Conduct staff training in the following areas: Contract Requirements, Rules, and General Provisions, Six CSAP Strategies; counting, reporting, and documenting the required prevention strategies, activities, and reports; Provide on-going training as required; Provide and review the following with all prevention staff: the RFP program narrative, program contract, general provisions, a schedule of due dates specific to the required activities and reports in the prevention contracts, and any other information specific to service delivery. Assessment of Service Delivery and Quality of Services: Participate in the agency’s Quality Management Team; Review and process program successes, shortfalls, develop plans to remedy shortfalls when necessary; Develop surveys or systems to review and assess the quality of service delivery; Develop and implement detailed program improvement plans with specific timelines and staff responsibilities; Review service delivery improvement plans to determine next steps for the program or prevention staff member, Conduct regular team meetings to provide training, technical assistance, discuss staff successes, challenges, and obstacles, and review program performance status and curriculum and program outcomes. Conduct a thorough review of monthly documentation for key performance measures and curriculum outcomes reported. Prepare and review all required program service delivery documents and/or reports.</p>
Qualifications	Individual should have minimum of 1 year experience working with youth and either have majored in social science field or attending school in said field.
Salary/Hours	I am looking for a contract person who can work 16 hours per week (school hours) beginning Feb 1 through May 30. Monthly pay is \$1408.00 Individual will be providing curriculum based education to middle and
Address	7015 Gulf Freeway, Suite 139
City, State, Zip	Houston, TX 77087
Contact Person	Sonia Rivera
Application Method	Email application to srivera@ygcinc.org with a cover letter.
Opening Date	Feb 1

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 with the hiring details of your new job opportunity. Thank you.