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| Job Title | Program Director |
| Employer/ Agency | Westside Homeless Partnership |
| Job Description | <p>The Program Director reports to the Executive Director and is primarily responsible for ensuring the quality and effectiveness of the nine-month Hand-Up Housing and two-year Follow-Up Program that helps homeless families with children achieve stability and self-sufficiency.</p> <p>RESPONSIBLE FOR: <u>Program delivery and improvements</u> -- Program quality and oversight, ensuring best practices in case management procedures are established and followed and are in compliance with funding requirements and WHP mission and values; adherence to client eligibility requirements; periodic program audit preparation. <u>Case management staff supervision</u> -- Supervision of case management staff, including training; identifying training needs and opportunities; providing direct case management services for a partial client load as needed. <u>Outreach to gain client referrals</u> -- Outreach focused on ensuring visibility of WHP's program and strengthening relationships in order to receive ongoing client referrals from school district personnel, social service providers, and others organizations as appropriate. <u>Collaborating partnerships</u> -- Development and/or maintenance of beneficial relationships with program-related collaborating partnerships that enhance our program; administration of those collaborations. <u>Client events</u> -- Client event oversight, working in cooperation with Volunteer Coordinator; scheduling program events; facilitating and ensuring client participation; attending client events and/or assigning case management staff to attend; may involve transporting clients, child supervision, etc. <u>Program data and reporting</u> -- Preparation of program-related reports, ensuring accurate and thorough input of client data and expenses internally and in HMIS; use of data to identify performance gaps and aid in improving client outcomes. <u>Referral resources knowledge</u> -- Up-to-date knowledge of community resources available to our clients. <u>Continuum of Care</u> -- Participation in interagency meetings and other activities as appropriate at direction of Executive Director. <u>Other duties</u> as requested by Executive Director.</p> |
| Qualifications | <p><u>Education</u> -- Master's degree in Social Work preferred. <u>Work experience</u> -- five years experience in social services; at least three years supervisory and program development experience. <u>Core Skills</u> -- excellent written and verbal communication skills; effective management and leadership qualities; professional demeanor; presentation skills; organizational skills; computer skills, including proficiency with Microsoft Office and Access; bilingual in Spanish and English a plus. <u>Other</u> -- available to work nights and weekends; dependable car, current insurance, and valid Texas Driver's License; knowledge of Harris County social services and familiarity with Spring Branch helpful.</p> |
| Employer/Agency | Westside Homeless Partnership |
| Address | 9610 Long Point Rd., Suite 110 |
| City, State, Zip | Houston, TX 77055 |
| Contact Person | Kathy Washburn |
| Contact Title | Executive Director |
| Email Address | westsidepartnership@gmail.com |
| Application Method | IF INTERESTED, please email cover letter detailing your qualifications and reason for interest in the position by 8/15/2013 to westsidepartnership@gmail.com |
| Opening Date | 7/10/2013 |

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