

JOB OPPORTUNITY POSTING

Depression and Bipolar Support Alliance Greater Houston

Job Title:	Program Coordinator
Employer/Agency:	Depression and Bipolar Support Alliance Greater Houston provides free and confidential support groups for individuals living with, or family and friends affected by, depression and bipolar disorders.
Job Description:	<ul style="list-style-type: none"> •Communicate effectively within multiple team environments •Provide ongoing support, coaching, training, recruitment, evaluation and management of facilitators. Facilitator crisis support (via cell phone) and trainings will sometimes occur in the evening or on weekends. •Collect, document, and maintain confidential paperwork via paper files and online database. •Manage all aspects of assigned support group site locations including planning, marketing, site visits and evaluations. • Advocate and educate the community about depression, bipolar disorders, suicide prevention, and DBSA support groups by giving presentations to organizations and networking at community events. •Assist the DBSA Board of Directors and program committee with effective integration of strategic plans.
Qualifications:	<p>Must possess Masters Degree and appropriate Mental Health License (LPC, LMSW, LCSW, LMFT)</p> <ul style="list-style-type: none"> •1-3 years experience in mental health field, including knowledge of Depression and Bipolar Disorders. • Management experience a plus. • Full, long term commitment to the DBSA mission. •Bilingual in Spanish/English preferred •Knowledge of applicable healthcare delivery systems and community referral resources. • Adaptable, self- directed, open to change, desire to cross-train, and grow professionally. • Enjoy working with people and building relationships. • Ability and willingness to drive throughout the Greater Houston area.

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	<ul style="list-style-type: none"> •Proficiency with Microsoft Office applications, especially Word, Excel, and Power Point.
Hours:	Monday through Friday 8:30am-5pm, with occasional nights and weekends, contingent on the position management plan.
Salary	Salary is \$40K to \$45K, based on experience. Benefits include 100% of medical, dental, vision, and life insurance premiums paid by employer. Employer matching retirement plan, fully vested upon inception. 100% coverage of mental health license renewal fee. Continuing education allowance. Paid covered parking. Generous holiday, vacation, and sick leave policy.
Contact Person:	Jennifer Strich
Contact Title:	Vice President of Programs
Fax Number:	713-600-1137
Email Address:	dbsahouston@dbsahouston.org
Application Method:	Fax or Email resume and cover letter to Jennifer Strich No Phone Calls please. Incomplete applications will not be considered.
Opening Date:	June 23, 2015