

<b>Job Title</b>	Program Coordinator-Burress
<b>Employer/ Agency</b>	AIDS Foundation Houston, Inc.
<b>Job Description</b>	This position is primarily responsible for managing the daily operations and programmatic supportive services for HIV positive individuals in a housing program. The Program Coordinator (PC) monitors the client's stay and coordinates discharge and intake planning. The PC supervises all staff. The PC will oversee in scheduling programmatic partners to ensure that clients are reaching programmatic goals. The PC will oversee operations, including but not limited to, maintenance, purchase of supplies, payment of utilities, and support services including but limited to case management as provided by program guidelines. For complete job description, please see our website at <a href="http://www.AIDShelp.org">www.AIDShelp.org</a> .
<b>Qualifications</b>	Bachelor's degree in counseling, social work, or related human services arena; or three to five years related experience and training; or equivalent combination of education and experience. Masters degree strongly preferred. Supervisory experience required. Bilingual preferred. Minimum of 2 years experience in HIV/AIDS housing and homelessness.
<b>Salary/Hours</b>	35 hours/week
<b>Employer/Agency</b>	AIDS Foundation Houston, Inc.
<b>City, State, Zip</b>	Houston, Texas 77027
<b>Contact Person</b>	Human Resources
<b>Contact Title</b>	
<b>Telephone Number</b>	No Phone Calls Please
<b>Fax Number</b>	713/623-4029
<b>Email Address</b>	<a href="mailto:hr@afhouston.org">hr@afhouston.org</a>
<b>Application Method</b>	Email or fax resume.
<b>Opening Date</b>	Immediately

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