

<b>Job Title</b>	Program Coordinator
<b>Employer/ Agency</b>	DBSA Greater Houston
<b>Job Description</b>	Program Coordinator will: Participate with Board of directors through committees to ensure effective integration of strategic directions into program work plans. Provide management level leadership for the development and oversight of all assigned DBSA Support Groups and Services, including planning, marketing and program evaluation. Responsible for recruitment, training, coaching and supervision of assigned volunteers and professional facilitators. Visits support groups on a regular basis and as needed when problems occur: may require substituting on occasion. Develop and monitor program service methods, data analysis, and service delivery systems. Manage an on-going community needs assessment; collaborate with community partners to provide service and make presentations as needed. Maintains records on all groups and facilitators.
<b>Qualifications</b>	Must possess Masters Degree and appropriate Mental Health License (LPC, LMSW, LCSW, LMFT) Prefer 3 years experience in mental health field and supervision experience beneficial. Knowledge of Depression and Bipolar Disorders. Bilingual preferred. Knowledge of applicable healthcare delivery systems and community referral resources. Proficiency with Microsoft Office applications, especially Word, Excel, and Power Point.
<b>Salary/Hours</b>	Work week may occasionally include nights and weekends based on your management plan.
<b>Employer/Agency</b>	DBSA Greater Houston
<b>City, State, Zip</b>	Houston, TX
<b>Contact Person</b>	Jennifer Strich
<b>Contact Title</b>	Program Director
<b>Fax Number</b>	713.600.1137
<b>Email Address</b>	<a href="mailto:j.strich@dbsahouston.org">j.strich@dbsahouston.org</a>
<b>Application Method</b>	Fax or Email resume and cover letter to Jennifer Strich No Phone Calls please
<b>Opening Date</b>	Immediately

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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.