

Job Title	Program Coordinator - First Responders Housing Program
Employer/ Agency	AIDS Foundation Houston, Inc.
Job Description	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 monitors the client's stay and coordinates discharge and intake planning. The Program Coordinator supervises all required staff. The Program Coordinator will oversee in scheduling programming partners to ensure that clients are reaching programmatic goals. The Program Coordinator will oversee operations, including but not limited to coordinating with operations and maintenance, purchase of supplies, payment of utilities, and support services including but not limited to case management as provided by program guidelines by performing the following duties personally or through subordinates. This Coordinator position is for this population: First Responders: Apartment/Community-based scattered site housing for chronically homeless, disabled men and women with long standing co-occurring mental health and substance abuse issues.
Qualifications	Bachelor's Degree in counseling, social work, or related human services; or three to five years related experience and/or training; or equivalent combination of education and experience. Supervisory experience required. Masters Degree Strongly Preferred. Bilingual preferred. Minimum of two years experience in HIV/AIDS housing and homelessness experience.
Salary/Hours	\$38,500 annually 35+ hours per week
Employer/Agency	AIDS Foundation Houston, Inc.
City, State, Zip	Houston, Texas
Fax Number	(713) 623-4029
Email Address	hr@afhouston.org
Application Method	Please email your cover letter and resume to hr@afhouston.org or fax it to (713) 623-4029. No phone calls please. Please visit www.aidshep.org for complete job description
Opening Date	06/02/2014

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