

<b>Job Title</b>	Program Coordinator
<b>Employer/ Agency</b>	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.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Communicate effectively within multiple team environments</li> <li>• 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.</li> <li>• Collect, document, and maintain confidential paperwork via paper files and online database.</li> <li>• Manage all aspects of assigned support group site locations including planning, marketing, site visits and evaluations.</li> <li>• Creatively develop program service methods, data analysis, and service delivery systems.</li> <li>• 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.</li> <li>• Assist the DBSA Board of Directors and program committee with effective integration of strategic plans.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Must possess Masters Degree and appropriate Mental Health License (LPC, LMSW, LCSW, LMFT)</li> <li>• Three years experience in mental health field, including knowledge of Depression and Bipolar Disorders.</li> <li>• Management experience a plus.</li> <li>• Full, long term commitment to the DBSA mission.</li> <li>• Bilingual in Spanish/English preferred</li> <li>• Knowledge of applicable healthcare delivery systems and community referral resources.</li> <li>• Adaptable, self- directed, open to change, desire to cross- train, and grow professionally.</li> <li>• Enjoy working with people and building relationships.</li> <li>• Ability and willingness to drive throughout the Greater Houston area.</li> <li>• Proficiency with Microsoft Office applications, especially Word, Excel, and Power Point.</li> </ul>
<b>Hours</b>	Monday through Friday 8:30am-5pm, with occasional nights and weekends, contingent on the position management plan.
<b>Salary</b>	Salary is \$44K to \$48K, 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.
<b>Address</b>	P O Box 27607

<b>City, State, Zip</b>	Houston, TX 77227
<b>Contact Person</b>	Mary Collins
<b>Contact Title</b>	President & CEO
<b>Telephone Number</b>	713-600-1131
<b>Fax Number</b>	713-600-1137
<b>Email Address</b>	<a href="mailto:dbsahouston@dbsahouston.org">dbsahouston@dbsahouston.org</a>
<b>Application Method</b>	Submit cover letter and resume via email or fax. No phone calls. Incomplete applications will not be considered.
<b>Opening Date</b>	06/03/2015

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