

<b>Job Title</b>	Program Coordinator- Entry level Management
<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>	<p><b>The Program Coordinator role</b> is an entry level Management/Administrative position supervising contract and volunteer Facilitators.</p> <p>Must:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate effectively within multiple team environments</li> <li><input type="checkbox"/> 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><input type="checkbox"/> Collect, document, and maintain confidential paperwork via paper files and online database.</li> <li><input type="checkbox"/> Manage all aspects of assigned support group site locations including planning, marketing, site visits and evaluations. (15-20 sites)</li> <li><input type="checkbox"/> 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><input type="checkbox"/> Assist the DBSA Board of Directors and program committee with effective integration of strategic plans.</li> </ul>
<b>Qualifications</b>	<p>Must possess Master Degree and Independent Clinical Mental Health License (LPC, LCSW, LMFT)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1-3 yr experience in mental health field, including knowledge of Depression and Bipolar Disorders.</li> <li><input type="checkbox"/> Management experiences a plus.</li> <li><input type="checkbox"/> Full, long term commitment to the DBSA mission.</li> <li><input type="checkbox"/> Knowledge of applicable healthcare delivery systems</li> </ul> <p>and community referral resources.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adaptable, self- directed, open to change, desire to cross- train, and grow professionally.</li> <li><input type="checkbox"/> Enjoy working with people and building relationships.</li> <li><input type="checkbox"/> Ability and willingness to drive throughout the Greater Houston area.</li> <li><input type="checkbox"/> Proficiency with Microsoft Office applications, especially</li> </ul>

	Word, Excel, and Power Point.
<b>Salary/Hours</b>	Monday through Friday 8:30am-5pm, with occasional nights and weekends. Salary 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>Employer/Agency</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Contact Person</b>	Jennifer Strich
<b>Contact Title</b>	Vice President of Programs
<b>Telephone Number</b>	713-600-1137
<b>Fax Number</b>	
<b>Email Address</b>	dbsahouston@dbsahouston.org
<b>Application Method</b>	Fax or Email resume and cover letter to Jennifer Strich No Phone Calls please. Incomplete applications will not be considered.
<b>Opening Date</b>	June 2016

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.

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