

Date Posted: 03/07/13

Job Opportunity Posting

Job Title:	<u>Education and Training Manager</u>
Employer/ Agency:	<u>Mental Health of America of Greater Houston</u>
Job Description:	<p>The Education and Training Program Manager is responsible for the management of education and training programs including but not limited to the Women's Mental Health Program, the Mental Health and Aging Program, the Mental Health/Chronic Disease Program, and the Resource Program. The Education and Training Program Manager also supports other programmatic areas within the Education and Training Department such as the Pro Bono Counseling Program and integrated health care initiatives. Key responsibilities include but are not limited to the following: supervising one full-time employee and coordinating and supervising the work of interns and volunteers; creating and revising educational materials including brochures and training curricula; coordinating the delivery of training in the community; and conducting outreach and networking to foster collaborative relationships and to market and enhance programs. The Education and Training Program Manager reports to the Director of Education and Training.</p>
Qualifications:	<p>Bachelor's degree in social work, education, health, psychology, or a related field Minimum two years of related experience. Excellent written and oral communication skills. Excellent interpersonal skills; ability to represent the organization in a positive, professional manner in the community and to build and maintain professional relationships in the community. Excellent organizational skills; ability to manage multiple projects; high degree of attention to detail and accuracy. Understanding of mental health issues. Ability to work independently and cooperatively. Strong problem solving, decision making, and creative thinking abilities; ability to envision programmatic growth and success, set programmatic priorities and objectives accordingly, and create and execute a work plan to achieve priorities and objectives. Facility with Microsoft Office applications and usage of a database.</p> <p>Preferred: Master's degree in social work, education, health, psychology, or a related field. Three to five years of related experience; experience in a mental health organization. Volunteer management and/or supervisory experience (strongly preferred). Knowledge of the Greater Houston behavioral health, medical, and social service community.</p>
Salary/Hours:	<u>DOE</u>
Employer/Agency:	<u>Mental Health of America of Great Houston</u>
City, State, Zip:	<u>Houston, TX</u>
Application Method:	<u>Interested applicants should submit a resume, cover letter, and a one-page writing sample to Lynnette Day at lday@mhahosuton.org. For the writing sample, please</u>

choose a topic related to mental well-being (e.g., stress management) and write a brief (one page) informational piece geared towards a broad community audience (i.e., imagine that the piece was the basis for a brochure on the topic). No phone calls, please.

Opening Date:

Immediate

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 with the hiring details of your new job opportunity. Thank you.