

Date Posted: 05/14/13

## Job Opportunity Posting

Job Title:

Program Coordinator

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Employer/ Agency:

DBSA Greater Houston

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Job Description:

Are you tired of running the rat race and working 60+ hours every week? Would you like to work in a nice office setting with a supportive team? Then DBSA might be your new professional home.

DBSA provides Free Support groups to assist individuals and family members in managing the symptoms of Depression and Bipolar Disorder.

Job Description

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.
  - Maintains records on all groups and facilitators.
- Some nights and weekends are required.
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Qualifications:

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 applicable healthcare delivery systems and
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Salary/Hours:

Full time 8a-5p *with some nights and weekends required*  
Salary: 40's-based on experience, **Great benefit package**

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Employer/Agency:

DBSA Greater Houston

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Address: P O Box 27607

City, State, Zip: Houston, TX 77227

Contact Person: Jennifer Strich

Contact Title: Program Director

Telephone Number: 713-600-1134

Fax Number: 713-600-1137

Email Address: [j.strich@dbsahouston.org](mailto:j.strich@dbsahouston.org)  
Fax or Email resume and cover letter to Jennifer Strich

Application Method: No Phone calls please

Opening Date: May 1, 2013

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.