

Job Title	Program Coordinator
Employer/ Agency	DBSA Greater Houston
Job Description	<p>Tired of running the rat race and working 60+ hours a week? Do you want to work in a nice office setting with a supportive team? Then DBSA might be the right place for you!</p> <p>DBSA provides Free Support groups to assist individuals and family members in the management of Depression and Bipolar Disorder.</p> <p>Program Coordinator will:</p> <ul style="list-style-type: none"> • 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 and make presentations as needed. • Maintains records on all groups and facilitators. <p>Some nights and weekends are required.</p>
Qualifications	<p>Masters Degree and appropriate Mental Health License (LPC, LMSW, LCSW, LMFT)</p> <ul style="list-style-type: none"> • Prefer 3 years experience in mental health field and supervision experience beneficial. Knowledge of Depression and Bipolar Disorders. • Bi-lingual preferred • Knowledge of applicable healthcare delivery systems and Community referral resources. • Proficiency with Microsoft Office applications, especially Word, Excel, and Power Point.
Salary/Hours	<p>Full time 8:30a-5p with some nights and weekends Salary: 40's based on experience, Great benefits!</p>
Employer/Agency	DBSA Greater Houston
Address	
City, State, Zip	
Contact Person	Jennifer Strich

Contact Title	Program Director
Telephone Number	
Fax Number	713-600-1137
Email Address	j.strich@dbsahouston.org
Application Method	Fax or Email resume and cover letter to Jennifer Strich 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 with the hiring details of your new job opportunity. Thank you.