

<b>Job Title</b>	Program Coordinator-Help House
<b>Employer/ Agency</b>	AIDS Foundation Houston, Inc.
<b>Job Description</b>	This position is primarily responsible for managing the daily operations and programmatic supportive services for HIV positive individuals in a housing program. The Program Coordinator (PC) monitors the client's stay and coordinates discharge and intake planning. The PC supervises all staff. The PC will oversee scheduling programming partners to ensure that clients are reaching programmatic goals. The PC will oversee operations, including but not limited to, maintenance, purchase of supplies, payment of utilities, and support services including case management as provided by program guidelines. <u>For complete job description, please see our website at <a href="http://www.AIDShelp.org">www.AIDShelp.org</a>.</u>
<b>Qualifications</b>	Bachelor's degree in counseling, social work, or related human services. Master's degree strongly preferred. Supervisory experience required. Bilingual preferred. Minimum of 2 years experience in HIV/AIDS housing and homelessness. For complete list of qualifications required, please see job description on our website at <a href="http://www.AIDShelp.org">www.AIDShelp.org</a> .
<b>Salary/Hours</b>	\$35,000/yr + benefits; 35 hours per week
<b>Employer/Agency</b>	AIDS Foundation Houston, Inc.
<b>Address</b>	3202 Wesleyan
<b>City, State, Zip</b>	Houston, TX 77027
<b>Contact Person</b>	Human Resources
<b>Fax Number</b>	713.623.4029
<b>Email Address</b>	<a href="mailto:hr@afhouston.org">hr@afhouston.org</a>
<b>Application Method</b>	Email or Fax
<b>Opening Date</b>	Immediately

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.