

Date Posted: 11/30/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Program Director

Employer/Agency: Southwest Key Programs

Job Description: Ensure all contractual requirements and grant specific financial requirements are met. Adhere to and implementation of the terms of the contract in accordance with the funding source and Southwest Key's Programs policy and procedures. Monitor and evaluate all data in Southwest Key Programs database and pursue corrective action plan if outcomes and date are not meeting program model expectations. Ensure all reports required are submitted to the Regional Executive Director, Funding Source and national headquarters in a timely manner. Ensure all billings and documents that are submitted to national headquarters are complete, accurate and on time. Provide leadership, supervision and modeling to all employees, volunteers and/or contractors. Comply with all employment and labor laws. Ensure the safe condition of the building, vehicles and all equipment. Address all problematic work performance in accordance with company policy. Recruitment and hiring of all staff at the program. Initiate and maintain community involvement with local juvenile justice boards, stakeholders and juvenile justice entities. Develop and maintain productive relations with various community agencies. Monitor and maintain compliance with organization, licensing, and funding source for all program departments.

Qualifications: A combination of one of the following: Bachelor's degree in a social service or related field with a total of five (5) year supervisory/administrative experience. A Masters degree in social services or related field, with a total of two (2) years supervisory/administrative experience with at risk youth. Licensed as an LCSW or LPC. Computer literate with working knowledge of Microsoft Windows (Microsoft Word, Excel), variety of online database systems. Possess good verbal and writing skills. Clear background check from appropriate entity.

Salary/Hours: DOE

Employer/Agency: Southwest Key Programs
City, State, Zip: Laredo, TX

Contact Person: Jennifer Alonzi
Contact Title:

Telephone Number: 512.462.2181
Email Address: jalonzi@swkey.org

Application Method: All applicants must apply through the company website at www.swkey.org. EOE

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you