University of Houston
Graduate College of Social Work

JOB OPPORTUNITY POSTING

Job Title: Program Manager

Employer/Agency: Kid's Village Program - Department of Health and Human Services

Location: Sunnyside Multi-Service Center

Job Description: To assist families seeking services with the Houston Department of Health and Human Services (HDHHS) through Kid's Village and services among South Region Children's Mental Health Collaborative (SRCMHC). The selected candidate will provide program support and direct service assistance with navigation and case management for children and families.

ESSENTIAL FUNCTIONS:
Direct service assistance with HDHHS and other SRCMHC families to include:
-Providing case management and navigation with children and families
-Enrolling families in HDHHS services and supports
-Conducting home and field visits to increase access to and participation in services
-Coordinating services with providers
-Provide and schedule education and information workshops
-Participate in community meetings and panels
-Support Multi-Agency staffings

Qualifications: **REQUIREMENTS:**
-Associate degree or 4 years of experience
-Human Services work experience, assisting individuals and/or families with accessing services

PREFERENCES:
-Successful history of home and community visits

-Experience in developing and leading small group
discussion on social and mental health topics
-Case management or program management
experience with clients needing complex services

Salary/Hours: Monday-Friday; some evening and weekend work required

Employer/Agency: Sunnyside Multi-Service Center

Contact Person: Roy Villarreal
Email: roy.villarreal@houstontx.gov

Application Method: Email roy.villarreal@houstontx.gov

Opening Date: Available through July 2012

***If your response to this job posting results in successful employment, please
email the GCSW Office of Alumni and Career Services at
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Thank you***