

Date Posted: 09/10/12

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

<b>Job Title:</b>	Program Coordinator
<b>Employer/Agency:</b>	DBSA Greater Houston
<b>Job Description:</b>	<p>DBSA provides Free Support groups to assist individuals and family members in the recovery of Depression and Bipolar Disorder.</p> <p>Job Description Program Coordinator will:</p> <ul style="list-style-type: none"><li>• Participate with Board of directors through committees to ensure effective integration of strategic directions into program work plans.</li><li>• Provide management level leadership for the development and oversight of all assigned DBSA Support Groups and Services, including planning, marketing and program evaluation</li><li>• Responsible for recruitment, training, coaching and supervision of assigned volunteers and professional facilitators</li><li>• Visits support groups on a regular basis and as needed when problems occur: may require substituting on occasion</li><li>• Develop and monitor program service methods, data analysis, and service delivery systems</li><li>• Manage an on-going community needs assessment; collaborate with community partners to provide service.</li><li>• Maintains records on all groups and facilitators.</li></ul> <p>Some nights and weekends are required.</p>
<b>Qualifications:</b>	<p>Masters Degree and appropriate Mental Health License (LPC, LMSW, LCSW, or LMFT)</p> <ul style="list-style-type: none"><li>• Prefer 3 years experience in mental health field and supervision experience beneficial.</li><li>• Knowledge of applicable healthcare delivery systems and Community referral resources.</li><li>• Proficiency with Microsoft Office applications, especially Word, Excel, and Power Point.</li><li>• Bi-lingual preferred</li></ul>
<b>Salary/Hours:</b>	<p>Full time 8a-5p with some nights and weekends Compensation is competitive</p>
<b>Employer/Agency:</b>	DBSA Greater Houston
<b>Address:</b>	P.O. Box 27607

<b>City, State, Zip:</b>	Houston, TX 77227
<b>Contact Person:</b>	Jennifer Strich
<b>Contact Title:</b>	Program Director
<b>Phone Number:</b>	713-600-1131
<b>Fax Number:</b>	713-600-1137
<b>Email Address:</b>	j.strich@dbsahouston.org
<b>Application Method:</b>	Fax or Email resume to Jennifer Strich
<b>Opening Date:</b>	September 10, 2012

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.  
Thank you***