

Date Posted: 9/10/12

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

JOB OPPORTUNITY POSTING

Job Title: Program Director

Employer/ Agency: Westside Homeless Partnership

Job Description: The Program Director is primarily responsible for ensuring the quality and effectiveness of the nine-month Hand-Up Housing and two-year Follow-Up Program that helps homeless families with children achieve stability and self-sufficiency. The Program Director will supervise a small team of case managers and provide direct case management services for a partial client load as needed.

RESPONSIBLE FOR:

- Program delivery and improvements -- Program quality and oversight, ensuring best practices in case management procedures are established and followed and are in compliance with funding requirements and WHP mission and values; adherence to client eligibility requirements; periodic program audit preparation
- Case management staff supervision -- Supervision of case management staff, including training; identifying training needs and opportunities
- Outreach to recruit clients -- Outreach focused on ensuring visibility of WHP's program and strengthening relationships in order to receive ongoing client referrals from school district personnel, social service agencies, and others organizations as appropriate
- Collaborating partnerships -- Development and/or maintenance of beneficial relationships with program-related collaborating partnerships that enhance our program; administration of those collaborations
- Client events -- Client event oversight, working in cooperation with Volunteer Coordinator; facilitating and ensuring client participation; attending client events and/or assigning case management staff to attend; may involve transporting clients, child supervision, etc.
- Program data and reporting -- Preparation of program and grant reports, ensuring accurate and thorough input of client data and expenses internally and in HMIS; use of reports to aid in measuring and improving outcomes and for historical record-keeping
- Referral resources knowledge -- Up-to-date knowledge of community resources available to our clients
- Continuum of Care -- Participation in community-wide continuum of care meetings and other activities as appropriate at direction of Executive Director
- Other duties as assigned by Executive Director

Qualifications:

- Education – Master's degree in Social Work preferred
- Work experience – five years experience in social services; two years supervisory and program development experience
- Core Skills – excellent written and verbal communication; effective management and leadership; professional demeanor; presentation skills; organizational skills; computer skills, including proficiency with Microsoft Office; bi-lingual in Spanish and English a plus
- Other – available to work occasional nights and weekends; dependable car, current auto liability insurance, and valid Texas Driver's License; knowledge of Harris County social services and familiarity with Spring Branch helpful

Salary/Hours: DOE / Full time

Employer/ Agency: Westside Homeless Partnership
Address: 9610 Long Point Road, Suite 110
City, State, Zip: Houston, TX 77055

Contact Person: Kathy Washburn

Contact Title: Executive Director

Telephone: 713-973-8083 ext. 101

Email Address: westsidepartnership@gmail.com

Application Method: send cover letter detailing your qualifications and reason for your interest in the position and resume before 9/24/2012 by mail or email

Opening Date: 9/10/2012

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 with the hiring details of your new job opportunity. Thank you