

Date Posted: 10/13/09

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

JOB OPPORTUNITY POSTING

Job Title: Project Manager

Employer/ Agency: Houston Aging in Place Innovations (HAPI) Project/ Neighborhood Centers Inc.

Job Description: Leads and manages the Houston Aging in Place Innovations Project Team to provide neighborhood elderly residents aging in place with case management that connects them with needed services, and to develop, with local leaders and service partners, neighborhood assets, resources and service delivery networks needed by elderly residents and their caregivers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Management retains the discretion to add/ change the duties of the position at any time.

Project Management

- Assist the Senior Services Director in HAPI Project implementation, monitoring and evaluation, budget management, and accountability to all project funders.
- Recruit, form and support a Project Steering Committee that will oversee all project plan implementation and assist in linking the project with important community stakeholders.
- Hire, train, supervise and evaluate a Project Team consisting of three neighborhood-based Case Managers, three Community Health Workers and six to nine Elder Care Field Specialists.
- Establish and maintain strong connections with neighborhood and community-wide service delivery partners, such as the *Access Network*, Care for Elders, the YWCA, Interfaith Ministries and others, that are essential to the success of the project.

Case Management

Hire, train, supervise and evaluate three case managers who, in accordance with established social and gerontological casework standards, and the HAPI project workplan, provide neighborhood-level professional case management to the elderly.

Community Development

Conduct and facilitate ongoing assessments of project service area in collaboration with local leaders and service partners, utilizing Appreciative Inquiry and Asset Based Community Development techniques.

Assess on-site and off-site Senior Center collaborations, partnerships and direct services to determine need for continued and/or expanded services and make recommendations for improvements and/or change. Develop new Senior Center collaborations as needed.

Join and/or facilitate neighborhood development councils and service provider networks, providing linkage to HAPI project and agency resources, in coordinating and implementing community improvement plans.

As part of the HAPI Project Team:

- Contribute to Team achievement of Project goals on established timelines;
- Assume responsibility for continuous quality improvement and innovations using an appropriate tool or process; and
- Contribute to Project planning, Team coordination, and staff training.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Master's Degree in Social Work or closely related field, LMSW preferred; and
- 3-5 years related experience and/or training in comprehensive case management with the elderly, or equivalent combination of education and experience;
- 1-2 years experience supervising case managers; and
- knowledge of appropriate community resources.

LANGUAGE SKILLS:

Must be able to read, write, and speak English proficiently. Ability to read, analyze and interpret government health and social welfare service applications, forms, directions, guidelines and regulations. Ability to write reports, business correspondence and effectively present information and respond to questions from groups, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide large numbers, to calculate percentages and other figures and amounts such as used in budgets, finance and statistical reports, and time sheets.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES:

- Computer literate – Microsoft Office Suite.
- Reliable transportation, valid driver's license and minimum auto liability insurance.
- May be required to work some evenings and weekends.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk, use hands to fingers, handles, or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Contact Person: Human Resources

Telephone: 713-669-5349

Application Method: Anyone interested should contact Human Resources (713-669-5349) at Neighborhood Centers Inc. or go to our website www.neighborhood-centers.org for an online application.

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 mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you