

HARRIS COUNTY, TEXAS

Human Resources & Risk Management
1310 Prairie - Suite 170
Houston, Texas 77002-2021
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Employment & Training (713) 755-5250
Benefits & Compensation (713) 755-5117
Risk Management & Safety (713) 755-8740
Hearing Impaired (713) 755-6870

ANNOUNCEMENT NUMBER: 14318-P

JOB TITLE: Program Manager*

DEPARTMENT: Protective Services for Children and Adults
Systems of Hope

HOURS: 8:00 a.m. – 5:00 p.m.
Monday – Friday, Flexible Schedule

SALARY: Will Be Discussed in Departmental Interview
Plus Mileage Reimbursement
Based On 26 Pay Periods

EDUCATION: A Master's degree is required. Social Work or Psychology degree is preferred.

EXPERIENCE: Two (2) years experience in a children's service agency and one (1) year in a supervisory role is required. Preferred experience includes: working with specialized caseloads such as mental health, disabled, at-risk, delinquent, abused and neglected persons.

JOB SKILLS: Clinical licensure is preferred. Knowledge of: evidenced based practice, systems of care and wraparound concepts; supervisory principles; community based social services; community collaboration; social service delivery; case management; resource development; acquisition and mental health issues. Good oral and written communication skills are required. Ability to compile and distribute various reports as required. Ability to navigate multiple agencies.

JOB DESCRIPTION: Supervises teams comprised of care coordinators and parent partners who utilize identified evidence based and promising practice treatment methods, services and supports. Assists supervisors and care teams in assessing mental health services, social services, educational services and other formal or informal services and supports as identified by the family and team members. Collaborates with the clinical directors, agencies and individuals. Ensures services are responsive to the goals and needs identified in the individualized service plan. Ensures compliance with all evaluation processes. Works with the Training Coordinator to identify training needs and assists in providing training as needed. Completes all necessary paperwork. Promotes the Systems of Hope core values and guiding principles. Develops and maintains good working relationships within the Kashmere Feeder Pattern schools and community. Performs other duties as assigned.

***Grant Funded Through July 31, 2012**

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

CLOSING DATE: Open Until Filled

APPLY AT: 1310 PRAIRIE – SUITE 170

UPON A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS ARE SCREENED FOR THE PRESENCE OF ILLEGAL DRUGS.