

Date Posted: 8/26/09

University of Houston
Graduate College of Social Work

JOB OPPORTUNITY POSTING

Job Title: Assistant Program Director

Bi-lingual Spanish/English

Employer/ Agency: The Children's Center, Inc

Job Description: The Galveston Multicultural Institute (GMI) works with the U.S. Department of Health and Human Services Office of Refugee Resettlement (ORR). The Children's Center serves youths who are unaccompanied minors from other countries. The program seeks to reunite these youths with families in the United States or to provide asylum or to return to their home country if other options are not possible. The Assistant Program Director will be responsible for assisting the Program Director in managerial, operational and administrative duties relating to the Galveston Multicultural Institute program. The Assistant Program Director is directly supervised by Program Director and is subject to work overtime and be on-call 24-7.

Qualifications: PREFERRED QUALIFICATIONS

Education: Master's in Social Work or related discipline. Bi-Lingual-English/Spanish

License: State of Texas (LCCA) Child Care Administrator license.

Work Experience: At least (3) three years experience in management and supervision of child care personnel, organizational skills, fiscal responsibility.

Duties include:

- Monitor, plan, organize and coordinate all primary and secondary services to ensure quality of care for youth and families;
- Manage the operations of the program on a daily basis, providing staff direction, guidance, training and evaluation;

- Assist in coordinating the activities of the local advisory council;
- Attend meetings with the Children's Center/Galveston Multicultural Institute or outside agencies as needed;
- Maintain confidentiality in all areas of client and program operations;
- Maintain professional and ethical standards as prescribed by the Children's Center/Galveston Multicultural Institute;
- Role model a professional demeanor at all times;
- Comply with the agency and program policy and procedure manual; and
- Comply with all state licensing standards as well as funding source guidelines.

Salary/Hours: Negotiable

Employer/ Agency:. The Childrens Center

Address: P.O. Box 2600.

City, State, Zip: Galveston, Texas 77553-2600

Contact Person: Tammie L. Ware

Contact Title: Executive Director

Telephone: (409)795-0561

Fax:

Email: tlware01@yahoo.com

Application Method: To apply for the above positions send resume and letter of interest to P.O. Box 2600, Galveston, Texas 77553-2600

Opening Date: Immediately

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