

Date Posted: 08/08/2011

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

JOB OPPORTUNITY POSTING

Job Title: Client Services Program Supervisor (LMSW)

Employer/ Agency: Interfaith Ministries for Greater Houston

Interfaith Ministries of Greater Houston brings people of diverse faith together for dialogue, collaboration and service. We provide four services to the Houston area: - Meals on Wheels for Greater Houston; - Refugee Resettlement; - Interfaith Dialogue; - Disaster Preparedness & Response.

Job Description:

Develop and manage case management program to coordinate and optimize treatment and care for clients of our Meals on Wheels meal delivery service.

Develop and manage internship program to facilitate case management program.

Manage any additional case management staff.

Serve as a back up and manage department staff in the absence of the Client Services Manager.

Qualifications:

- Master's of Social Work AND Licensed Master Social Worker (LMSW) Certification in Texas (will consider eligible LMSW applicants)
- Minimum five to seven years of experience in client care environment.
- Minimum five years supervisory experience in client care environment.
- Experience in developing or significantly growing a case management is a plus.
- Experience working with the aging community preferred.
- Bilingual preferred (English/Spanish).
- Intermediate to advanced level of Microsoft Suite knowledge.
- Excellent written/verbal communication, as well as analytical skills.
- Able to manage and coordinate multiple tasks, deadlines and competing priorities in a professional manner.
- Valid Driver's license and automobile liability insurance as required by law available upon demand.

Salary/Hours: DOE – full time

Address: 3217 Montrose Blvd,

City, State, Zip: Houston, TX 77006

Contact Person: Human Resources Department

Email Address: humanresources@imgh.org

Application Method:

To apply for this position, please email your resume and cover letter to humanresources@imgh.org by September 1, 2011. ***ONLY APPLICANTS WITH A COVER LETTER AND RESUME WILL BE CONSIDERED FOR THIS POSITION***

Opening Date: 08/08/2011