

Job Title	Support Services Coordinator
Employer/ Agency	AIDS Foundation Houston, Inc.
Job Description	<p>This position is primarily responsible the overall coordination of programs under their purview, including fiscal, compliance, services, and personnel management. The Supportive Services Coordinator is responsible for the coordination of support services, programmatic operations, community involvement, and strategic partners to ensure accurate support for the programs. The Support Services Coordinator is responsible for coordinating and implementing all program goals and outcomes in conjunction with the overall agency goals. The Support Services Coordinator is directly responsible for leading the coordination of all program activities, directing their teams to ensure maximum benefit to clients/community, accurate spending of funding, high levels of quality assurance and compliance.</p> <p>This Coordinator position is for the following programs: Supportive Services: Support Groups, Stone Soup, Client Services Navigation, Camp Hope, Education, and Linkage Services for Incarcerated or Recently Released individuals. Provides administrative and operations support for front desk, stone soup and other programs to ensure all reporting, compliance and quality management goals are met.</p>
Qualifications	<p>EDUCATION AND/OR EXPERIENCE: Bachelor's degree (B. A.) from four-year college or university with a concentration in social work, psychology, health education, public health, and two to four years of progressive leadership positions related experience and/or training that includes program development and implementation. Supervisory experience is required.</p> <p>OTHER QUALIFICATIONS:</p> <ol style="list-style-type: none"> 1. Minimum of two years experience providing services to HIV +/- high-risk negative individuals 2. Minimum of two years experience coordinating prevention, housing, and/or community services 3. Minimum of one year of supervisory experience 4. Ability to supervise volunteers with mature judgment, tact, and diplomacy at all times, ensuring that AFH policies and procedures are complied with at all times. 5. Ability to demonstrate leadership and interpersonal skills, and ability to motivate people from all walks of life.
Salary/Hours	\$36,000 yearly up to \$40,000
Employer/Agency	AIDS Foundation Houston, Inc.

City, State, Zip	Houston, Texas
Fax Number	(713) 623-4029
Email Address	hr@afhouston.org
Application Method	To apply for a position please review the qualifications, then send your resume and a cover letter to hr@afhouston.org or fax to (713) 623-4029. No phone calls please.
Opening Date	8/13/15

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.