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| <b>Job Title</b>            | <b>Program Manager - Training Institute</b>   |
| <b>Employer/<br/>Agency</b> | <b>HARRIS COUNTY</b>  |
| <b>Job<br/>Description</b>  | <p>Under supervision of the Harris County Protective Services (HCPS) Training Director, the Program Manager is responsible for the effective coordination and presentation of training and development programs for all employees within HCPS. The Program Manager assesses system-wide developmental training needs on an annual basis to drive training initiatives. Identifies and arranges suitable training solutions for employees. Actively searches for both internal and external presenters who can creatively design and implement effective methods to educate and train staff. Supervises the positions of Project Coordinator, student interns, and all contracted workers. Serves on behalf of the Training Director on internal and external committees, boards, and similar organizations.</p> <ul style="list-style-type: none"><li>• Assists in the daily operations of a four member staff development team providing program support and training for more than 600 HCPS and Texas Department of Family and Protective Services staff within a 13 county region.</li><li>• Supervises one project coordinator, student interns and contract workers as needed.</li><li>• Chairs the HCPS staff development committee and a community-wide training coalition team.</li><li>• Conducts research on assigned specific topics, including policy and procedural manual and, program evaluation and development.</li><li>• Conducts follow-up studies on all completed training to evaluate and measure results, modify programs as needed and develop effective training materials utilizing a variety of media options.</li><li>• Assists in the preparation and expending of the Training Institute budget and develops and monitors spending against the departmental budget. Attends local and out of county meetings in the absence of the Director.</li><li>• Plans, organizes, facilitates and orders supplies for employee training events.</li><li>• Designs content for delivery in on-line environments and completes instructional design documentation to ensure quality and consistency.</li><li>• Assists with the building and conceptualization of interactive, engaging Web-based course content/components into a learning management system.</li><li>• Oversees and maintains all audio/video equipment.</li><li>• Develops an annual Needs Assessment to identify long-term training needs.</li></ul> |

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|                         | <ul style="list-style-type: none"> <li>• Exemplifies the desired culture and philosophies of the organization.</li> <li>• Works effectively as a team member with other members of management and the human resources staff.</li> </ul>   |
| <b>Qualifications</b>   | <p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Master's Degree in Social Work, a Social or Behavioral Science or Instructional Design and Technology or a closely related field of study.</li> <li>• A minimum of three (3) years' full-time experience in curriculum development, on-line content design and instructional design documentation.</li> <li>• Knowledge of project management tracking systems such as Success Factors, Blackboard, and Softskill.</li> <li>• Experience in working with children who are victims of abuse and neglect.</li> <li>• Skill in utilizing e-learning systems such as Captivate, Articulate, Articulate Replay, Articulate Storyline and Photoshop.</li> <li>• Proven ability as a classroom trainer and effective instructional leader.</li> <li>• Ability to organize, analyze and evaluate reports.</li> </ul> <p><b>PREFERENCES:</b></p> <ul style="list-style-type: none"> <li>• Master's Degree in social work from a college or university accredited by the Council of Social Work Education.</li> <li>• Working knowledge of agency policies and procedures, funding sources, and local social service community partners within Harris County.</li> </ul> |
| <b>Salary/Hours</b>     | Depends on Qualifications   |
| <b>Employer/Agency</b>  | <b>HARRIS COUNTY</b>  |
| <b>Address</b>          | 1310 Prairie Street, Ste. 170   |
| <b>City, State, Zip</b> | Houston, TX 77002   |
| <b>Telephone Number</b> | 713-274-5444  |
| <b>Email Address</b>    | <a href="mailto:employment@bmd.hctx.net">employment@bmd.hctx.net</a>  |

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| <b>Application Method</b> | Apply online:<br><a href="http://agency.governmentjobs.com/harriscountytexas/default.cfm?action=jobbulletin&amp;JobID=1598081">http://agency.governmentjobs.com/harriscountytexas/default.cfm?action=jobbulletin&amp;JobID=1598081</a> |
| <b>Opening Date</b>       | 12/01/16   |

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