

<b>Job Title</b>	Program Specialist
<b>Employer/ Agency</b>	ESCAPE Family Resource Center – <a href="http://www.LearnToParent.org">www.LearnToParent.org</a>
<b>Job Description</b>	<p>Responsible for direct supervision and coordination of ESCAPE programming and educator staff at on/off site locations to ensure the quality of services provided to participants. Contribute to Agency strategic planning for the enhancement and expansion of programs.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Responsible for the on-going supervision of program educators, volunteers, and intern staff, which includes site visits to various locations</li> <li><input type="checkbox"/> Responsible for the coordination and implementation of programs at on/off site locations</li> <li><input type="checkbox"/> Ensures full programming coverage by securing ESCAPE educators and/or serving as a substitute educator as needed</li> <li><input type="checkbox"/> Assists in the supervision of field placement interns from local universities with which ESCAPE has working agreements</li> <li><input type="checkbox"/> Available to act as an educator to facilitate and/or substitute as needed</li> <li><input type="checkbox"/> Ability to develop, direct, and implement strategic plans and goals to meet program projections</li> <li><input type="checkbox"/> Ensures the timeliness and accuracy of program documentation for data gathering and financial reconciliation purposes, as well as verifying the accuracy of program statistical reporting.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Master’s degree in Social Work, Education, and/or related field</li> <li><input type="checkbox"/> Supervisory experience of paid employees/volunteers</li> <li><input type="checkbox"/> 3-5 years of experience in social services and/or education field</li> <li><input type="checkbox"/> Ability to facilitate child abuse prevention programs to maximize participant learning potential</li> <li><input type="checkbox"/> Belief that there are effective alternatives to physical punishment</li> <li><input type="checkbox"/> Well versed in the causes of child abuse and neglect, and in effective prevention techniques</li> <li><input type="checkbox"/> Ability to contribute to strategic planning for the enhancement and expansion of child abuse prevention programming</li> <li><input type="checkbox"/> Must possess superior written and oral presentation and communication skills in the English language</li> <li><input type="checkbox"/> Experience in forming effective community relationships for collaborative purposes</li> <li><input type="checkbox"/> Outstanding interpersonal and organization skills</li> <li><input type="checkbox"/> Available to educator staff to handle program emergencies</li> <li><input type="checkbox"/> Available to work a flexible schedule, including regular evenings and weekends</li> <li><input type="checkbox"/> Must have access to a functioning vehicle for work purposes and be willing to travel to various offsite program locations in the greater Houston area</li> <li><input type="checkbox"/> Must possess computer skills and a working knowledge of Microsoft Office (Word, Excel, PowerPoint, &amp; Outlook)</li> </ul>
<b>Salary/Hours</b>	Salary Commensurate with Experience, Full Time Position

<b>Employer/Agency</b>	ESCAPE Family Resource Center
<b>Address</b>	1721 Pech Road, Suite 300
<b>City, State, Zip</b>	Houston, TX 77055
<b>Contact Person</b>	Paul Sahlman
<b>Contact Title</b>	Chief Operating Officer
<b>Telephone Number</b>	Email Contact Only
<b>Fax Number</b>	Email Contact Only
<b>Email Address</b>	<a href="mailto:pauls@learntoparent.org">pauls@learntoparent.org</a>
<b>Application Method</b>	Please send resume and cover letter to Paul Sahlman, <a href="mailto:pauls@learntoparent.org">pauls@learntoparent.org</a> . NO PHONE CALLS PLEASE.
<b>Opening Date</b>	1/20/15

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