

Job Title	Program Coordinator
Employer/ Agency	Depression and Bipolar Support Alliance Greater Houston provides free and confidential support groups for individuals living with, or family and friends affected by, depression and bipolar disorders.
Job Description	<ul style="list-style-type: none"> • Communicate effectively within multiple team environments • Provide ongoing support, coaching, training, recruitment, evaluation and management of facilitators. Facilitator crisis support (via cell phone) and trainings will sometimes occur in the evening or on weekends. • Collect, document, and maintain confidential paperwork via paper files and online database. • Manage all aspects of assigned support group site locations including planning, marketing, site visits and evaluations. • Advocate and educate the community about depression, bipolar disorders, suicide prevention, and DBSA support groups by giving presentations to organizations and networking at community events. • Assist the DBSA Board of Directors and program committee with effective integration of strategic plans.
Qualifications	<ul style="list-style-type: none"> • Must possess Masters Degree and appropriate Mental Health License (LPC, LMSW, LCSW, LMFT) • 1-3 years experience in mental health field, including knowledge of Depression and Bipolar Disorders. • Management experience a plus. • Full, long term commitment to the DBSA mission. • Knowledge of applicable healthcare delivery systems and community referral resources. • Adaptable, self- directed, open to change, desire to cross- train, and grow professionally. • Enjoy working with people and building relationships. • Ability and willingness to drive throughout the Greater Houston area. • Proficiency with Microsoft Office applications, especially Word, Excel, and Power Point.
Hours	Monday through Friday 8:30am-5pm, with occasional nights and weekends, contingent on the position management plan.
Salary	Salary is \$40K to \$45K, based on experience. Benefits include 100% of medical, dental, vision, and life insurance premiums paid by employer. Employer matching retirement plan, fully vested upon inception. 100% coverage of mental health license renewal fee. Continuing education allowance. Paid covered parking. Generous holiday, vacation, and sick leave policy.
Address	P O Box 27607
City, State, Zip	Houston, TX 77227

Contact Person	Jennifer Strich
Contact Title	Vice President of Programs
Telephone Number	713-600-1131
Fax Number	713-600-1137
Email Address	dbsahouston@dbsahouston.org
Application Method	Submit cover letter and resume via email or fax. No phone calls. Incomplete applications will not be considered.
Opening Date	11/01/2015

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