

<b>Job Title</b>	Human Service Program Manager PN 17397
<b>Employer/ Agency</b>	Houston Heath Department – My Brother’s Keeper
<b>Job Description</b>	<p>The Human Service Program Manager for the My Brother's Keeper – Houston Movement will develop oversee, coordinate and monitor various juvenile justice and alternative to incarceration programs and other program-related activities throughout the City of Houston ReDirect program.</p> <ul style="list-style-type: none"> <li>• Plans, implements, oversees and coordinates various city Human Service programs and activities including day care centers, aging and youth programs and homeless programs.</li> <li>• Participates in or develops plans to accomplish goals and objectives of a service region, bureau or division. Establishes goals and evaluates section performance; develops and evaluates subordinates.</li> <li>• Gathers and analyzes data and information that identifies community needs and assists with the development of viable programs, and the evaluation of program effectiveness.</li> <li>• Coordinates the delivery of a variety of health and human services programs with agencies, institutions and other service providers. Develops, implements and monitors quality service standards of personnel and service contractors.</li> <li>• Prepares annual operating budgets; prepares annual and special analytical and statistical reports and analysis to assist management in their decision-making. May prepare proposals for funding.</li> <li>• Monitors various agencies to insure compliance with lease agreements for multi-service center space. Assists in coordinating approval for facility purchases, operations, maintenance and special projects.</li> <li>• Facilitates and leads efforts to organize community members, groups and agencies to address community health and human services issues. Serves as a liaison and collaborates with governmental and public agency representatives, community outreach and advocacy groups, and service providers.</li> <li>• Develops and maintains active and viable Advisory Councils, Coalitions, Teams, Workgroups, etc. for a designated service region.</li> <li>• Develops and participates in education and training for clients and community. Prepares marketing materials, and makes presentations related to departmental programs and services.</li> <li>• Assist in conducting surveys and research related to collective action, evidence-based research, and outcome driven metrics.</li> <li>• Performs other duties and special projects as requested.</li> </ul>
<b>Qualifications</b>	This Job requires a Bachelor’s degree in a Social or Behavioral Science, Business Administration, Public Administration or a related field with at least four years of related professional experience.
<b>Salary/Hours</b>	\$2,037.00 - \$2,892.00 Biweekly

<b>Employer/Agency</b>	Houston Health Department – My Brother’s Keeper
<b>Address</b>	8000 North Stadium Drive
<b>City, State, Zip</b>	Houston, Texas 77054
<b>Contact Person</b>	Derek Stewart

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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.