

Harris County Mental Health Jail Diversion Program

Program Support Specialist ([Ctrl+Click here to Apply](#))

SALARY: Depends on Qualifications

OPENING DATE: 07/23/15 **CLOSING DATE:** 08/14/15 11:59 PM

POSITION DESCRIPTION:

An Equal Opportunity Employer

Under supervision of the Director of Mental Health Jail Diversion Program, the Program Support Specialist assists with implementation of new administrative systems and procedures and evaluates their effectiveness, interprets rules, regulations and policies.

RESPONSIBILITIES:

Participates as an integral member of the administrative team to assure high quality services are provided to community partners, program participants and coworkers.

Assists in the creation and maintenance of a directory to enhance future services.

Assists with development and maintenance of relationships with stakeholders within the Criminal Justice System, private foundations, staff and other agencies.

Assists with tracking program expenditures.

Assists with development and implementation of program reporting systems and data entry.

Assists with identification of referral sources and community resources for services such as housing, health and other social services.

Responds to inquiries relating to administrative regulations, policies, and procedures.

Reviews and edits charts, graphs and databases.

Answers phones and greets visitors.

Prepares and maintains business documents including but not limited to summaries, reports, brochures, forms, manuals, etc.

Performs other duties as assigned.

REQUIREMENTS:

Bachelor's degree from an accredited college/university in Psychology, Health, Social Work, Criminal Justice or other social science field.

One year of experience in a behavioral, health, social service or criminal justice setting.

Previous experience utilizing databases and creating and analyzing reports.

Knowledge of referral sources and community resources for services such as housing, health and other social services.

Strong computer skills including proficiency in the use of Microsoft Office Suite (Word, Excel, Access, Outlook, etc.)

Skilled in self-discipline and dependable.

Strong organizational skills.

Excellent oral and written communication skills with ability to communicate effectively high level, detailed and often sensitive information.

Ability to manage multiple projects, prioritize multiple tasks/demands simultaneously, with minimal supervision.

Ability to maintain confidential information.

Ability to work independently.