

Job Title	Program Manager
Employer/ Agency	Harris County Protective Services For Children and Adults
Job Description	<p>Serves as direct supervisor to six Guardianship Program Specialists II -- Supervisors in the Guardianship and Representative Payee Programs and assists the Adult Services Administrator in all phases of management of the Guardianship and Representative Payee Programs.</p> <ul style="list-style-type: none"> • Assists Administrator and Program Monitor with reports and administrative duties. • Participates in overall Adult Services Division program planning, problem-solving, policy development, personnel issues and decision-making as member of specialized management team. • Participates in hiring and training of all staff. • Approves timesheets on bi-weekly basis for assigned staff. • Receives and monitors monthly mileage report forms for assigned staff. • Completes annual Performance/Development Plan and Evaluation for assigned staff. • Attends Program Manage meetings as required. • Attends County Administrative Staff meetings. • Responsible for public education, speeches, and public relations in relationship to program objectives. • Promotes interagency cooperation by attending agency and community meetings and participating in committees as requested/required. • Participates in budget process. • Helps to coordinate interaction between the program, other agencies and county departments, such as the Probate Courts guardianship staff. • Reports to the Adult Services Division Administrator and Program Monitor on matters needed to effectively administer the Guardianship and Representative Payee Programs. <p>Responsible for assigned special projects.</p>

Qualifications

- A Master's Degree in Social or Behavioral Sciences, Social Work, Public Administration or a related field **and**
- Five (5) years of experience in the Guardianship Program providing integrated social services to clients declared wards of Harris County **and**
- Two (2) years of the experience in a supervisory or administrative management capacity.

OR

- A Bachelor's degree in Social or Behavioral Sciences, Social Work, Public Administration or a related field **and**
- Five (5) years of experience in the Guardianship Program providing integrated social services to clients declared wards of Harris County **and**
- Four (4) years of supervisory or administrative management experience.

PLUS

- Certification as a Texas Certified Guardian in good standing is required.
- Word processing skills and computer skills are required.
- Must possess the ability to communicate clearly; both orally and in writing.
- Expert knowledge of the Texas Guardianship Standards and Probate Code.
- Proficient in the Evolv database system and the Guardianship Financial System.
- Knowledge of supervision principles.
- Ability to exercise tact and diplomacy.
- Experience in employment selection.
- Must possess good organizational skills, the ability to meet deadlines, and the ability to work with diverse populations and constituencies.

Reliable transportation along with a valid driver's license and liability insurance are required

	Preferences: <ul style="list-style-type: none"> • Experience working with adults in a social service setting such as: Adult Probation, Mental Health Mental Retardation, hospitals or nursing homes. • Licensed as a Social Worker (LSW), Licensed Master Social Worker (LMSW) or Licensed Chemical Dependency Counselor (LCDC).
Salary/Hours	8:00 a.m. - 5:00 p.m. Monday - Friday Salary: Will be Discussed During Departmental Interview Based on 26-Pay Periods
Employer/Agency	
Address	
City, State, Zip	
Contact Person	
Contact Title	
Telephone Number	
Fax Number	
Email Address	
Application Method	https://www.governmentjobs.com/jobs/1484831/program-manager/agency/harriscountytexas/apply
Opening Date	

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 mjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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