

JOB OPPORTUNITY POSTING

Depression and Bipolar Support Alliance Greater Houston

Job Title:	Program Coordinator- Entry level Management
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:	<p>The Program Coordinator role is an entry level Management/Administrative position supervising contract and volunteer Facilitators.</p> <p>Must:</p> <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. (15-20 sites) • 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:	<p>Must possess Master Degree and Independent Clinical Mental Health License (LPC, LCSW, LMFT)</p> <ul style="list-style-type: none"> • 1-3 yr experience in mental health field, including knowledge of Depression and Bipolar Disorders. • Management experiences a plus. • Full, long term commitment to the DBSA mission. • Knowledge of applicable healthcare delivery systems

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	<p>and community referral resources.</p> <ul style="list-style-type: none"> • 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.
Salary	Salary 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.
Contact Person:	Jennifer Strich
Contact Title:	Vice President of Programs
Fax Number:	713-600-1137
Email Address:	dbsahouston@dbsahouston.org
Application Method:	Fax or Email resume and cover letter to Jennifer Strich
	No Phone Calls please. Incomplete applications will not be considered.
Opening Date:	June 2016