

<b>Job Title</b>	Employment Services Program Manager
<b>Employer/ Agency</b>	SEARCH Homeless Services
<b>Job Description</b>	Responsible for the successful operations of two federally funded teams assisting people experiencing homelessness with obtaining and maintaining employment – handles staff selection /supervision, budget preparation/ stewardship, grant compliance, and represents SEARCH with employers and community partners on a regular basis. Our HVRP team (5 FTEs) works intensively with smaller case loads of veterans only. Our general employment services team (4 FTEs) is HUD funded and works with a much higher volume of clients at less intensity. Leads efforts to study workforce trends and anticipate future opportunities for revenue for employment services. Handles ongoing reporting, CQI initiatives, and strategic planning for the team.
<b>Qualifications</b>	Bachelor’s Degree required plus 2-4 years progressive experience in a leadership role in social services or employment services. Demonstrated skills in staff supervision / development essential to success. Prior connection to veteran’s services helpful.
<b>Salary/Hours</b>	M-F 8-5pm \$50-\$60,000 (Based on Experience)
<b>Employer/Agency</b>	SEARCH Homeless Services
<b>Address</b>	2505 Fannin
<b>City, State, Zip</b>	Houston, TX 77062
<b>Contact Person</b>	Lauren Anderson
<b>Contact Title</b>	HR Assistant
<b>Telephone Number</b>	713-739-7752
<b>Fax Number</b>	713-739-9201
<b>Email Address</b>	<a href="mailto:LAnderson@SEARCHHomeless.org">LAnderson@SEARCHHomeless.org</a>
<b>Application Method</b>	Email Resume
<b>Opening Date</b>	03/24/2015

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