

Job Title	ASSOCIATE DIRECTOR
Employer/ Agency	Northwest Assistance Ministries (Family Violence Center)
Job Description	<p>RESPONSIBLE FOR:</p> <ul style="list-style-type: none"> • Supervising the performance of program staff and volunteers, including the compilation of annual performance evaluations. • Compiling statistical information and submitting written monthly program reports. • Maintaining current information on community resources for use by FVC staff and volunteers. • Overseeing all data entry of client information into all data base systems used in the FVC. • Staffing client cases/concerns with Staff Therapist and/or Program Director, as needed. • Coordinating training of new staff/volunteer/student interns. • Overseeing delivery of basic FVC services, including telephone crisis counseling, and face-to-face interviews. • Periodically carrying the emergency cell phone for hotline coverage. • Participating in all departmental staff meetings, outreach activities, staff events, and fund raising functions. • Flexible work hours as needed to promote NAM's mission. • Attending staff meetings, agency events and fund raising functions. • All other duties as assigned.
Qualifications	<p>Bachelor's Degree in Social Work or a related field. Experience in Family Violence program administration preferred. Experience in supervision of staff and volunteers. Experience in working with domestic violence victims preferred. Knowledgeable and experienced with crisis interventions techniques. Skill in interfacing with communities of faith preferred. Ability to work independently. Computer literacy, using a variety of programs. Experience with data entry on a large scale. History of working in a detail-oriented environment. Excellent organizational, verbal, and written skills. Experience in working in feminist social change program helpful.</p>
Salary/Hours	Not published, Salaried/Exempt, 40 hrs. /week
Employer/Agency	Northwest Assistance Ministries
Address	15555 Kuykendahl Rd.

City, State, Zip	Houston, Texas 77090
Contact Person	Joe Slezak
Contact Title	HR Liaison
Telephone Number	281-885-4555
Email Address	resumes@namonline.org
Application Method	TO APPLY: Please email your resume as an attachment to resumes@namonline.org with the job title “ Associate Director ”, in the subject line. *All applicants must be able to pass a background check.
Opening Date	March 27, 2015

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 with the hiring details of your new job opportunity. Thank you.

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