

Job Title	Family Services Manager
Employer/ Agency	Alzheimer's Association
Job Description	<p>Position Purpose: The Family Services Manager will report to the Chief Program Officer and supervise staff and volunteers to ensure ongoing local programming excellence. They will conduct program evaluation and needs assessments. The Family Services Manager will build relationships with local and state organizations to provide support and leadership in the community. They will assist in the generation of revenue opportunities and support all Association fundraising events including Walk to End Alzheimer's, and The Longest Day. This position also provides training and coaching to interns, staff, and volunteers when appropriate.</p> <p>Essential Job Functions:</p> <ul style="list-style-type: none"> • Manage staff/volunteers to deliver care consultation services for families in person, by telephone, or e-mail. • Collaborate with the chapter's volunteer manager to identify, screen and train support group facilitators. • Provide administrative direction and support to ensure effective operations of Support groups. • Assure the maintenance of confidential records for family services. • Track and report statistical data from the provision of services through any grant agencies • Supervise Helpline staff/volunteers and Program Assistant • Ensure the Front reception area and Helpline are adequately staffed • Conduct education and training programs as needed. • Provide leadership and/or support as needed for special events, conferences, etc. sponsored by the programs and services department. • Represent the Alzheimer's Association at community events as needed. Occasional weekend and/or evening events or services will be required
Qualifications	<p>Minimum Education Requirements:</p> <ul style="list-style-type: none"> • Bachelor's degree in public health or a related field required • Master's degree preferred • 3 -5 years working in the public health or nonprofit field • Supervisory experience in a healthcare or non-profit setting a plus
Salary/Hours	DOE
Employer/Agency	Alzheimer's Association
City, State, Zip	Houston, TX

Contact Person	Ann Marie McDonald
Email Address	amcdonald1@alz.org
Application Method	To apply, please send your resume, cover letter to Ann Marie McDonald at amcdonald1@alz.org with the position title as the subject line
Opening Date	3/31/17

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.