

Job Title	Program Manager
Employer/ Agency	HARRIS COUNTY
Job Description	<p>Provides direct oversight of the Senior Justice Assessment Center and assists the Adult Services Administrator in all phases of management. Provides direct supervision to the forensic case manager, forensic nurse and administrative assistant, and manages all contract staff. Works with the forensic case manager to review all referrals, determines eligibility, and ensures fidelity to the Center's policies and procedures. Attends multi-disciplinary team meetings and staffs cases on a monthly basis to review progress and approve closures. Responsible for compliance and reporting to funding sources.</p> <ul style="list-style-type: none">• Provides direct oversight of the Senior Justice Assessment Center. Reports to the Adult Services Division Administrator on matters needed to effectively administer the Senior Justice Assessment Center.• Serves as direct supervisor to forensic case manager, forensic nurse and administrative assistant.• Manages all contract staff. Works with the forensic case manager to review all referrals to determine eligibility.• Attends weekly multi-disciplinary team meetings.• Staffs cases with the forensic case manager and forensic nurse on a monthly basis to review progress.• Approves case closures.• Responsible for compliance and reporting to funding sources.• Participates in hiring and training of all staff.• Approves timesheets on bi-weekly basis for assigned staff.• Approves timesheets on bi-weekly basis for Center's partners for grant purposes.• Receives and monitors monthly mileage report forms for assigned staff.• Completes annual Performance/Development Plan and Evaluation for assigned staff.• Attends Senior Justice Assessment Center Meetings as required.• Attends County Administrative staff meetings.• Promotes interagency cooperation by attending partner and community meetings.• Promotes agency cooperation by attending agency meetings and participating in committees as requested/required.• Participates in budget process, develops annual program budget and establishes fiscal priorities.• Participates in overall Adult Services Division program planning, problem-solving, policy development, personnel issues and decision-making as member of specialized management team.• Helps to coordinate interaction between the Center and other agencies and county departments.• Responsible for assigned special projects.

Qualifications	Master's Degree in Social or Behavioral Sciences, Social Work, Public Administration, Public Health or a related field and five (5) years of paid, full-time experience providing integrated social services to clients; three (3) years must have been in a supervisory or administrative management capacity. OR Bachelor's degree in Social or Behavioral Sciences, Social Work, Public Administration, Public Health or a related field and five (5) years of paid, full-time experience providing integrated social services to clients; five (5) years in supervisory or administrative management capacity.
Salary/Hours	Hours: 8:00 a.m. - 5:00 p.m. Monday - Friday Salary: Will be Discussed During Departmental Interview Commensurate with Qualifications Based on 26-Pay Periods Plus Mileage Reimbursement
Employer/Agency	HARRIS COUNTY
Address	1310 Prairie Street, Ste. 170
City, State, Zip	Houston, TX 77002
Contact Person	
Contact Title	
Telephone Number	713-274-5444
Fax Number	
Email Address	employment@bmd.hctx.net
Application Method	Apply online - http://www.harriscountytexas.gov/hrrm/employment.aspx
Opening Date	

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