

Job Title	Program Manager
Employer/ Agency	Depression and Bipolar Support Alliance Greater Houston
Job Description	<p>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.</p> <p>Program Manager will:</p> <ul style="list-style-type: none"> • Manage all aspects of approximately 20 support group site locations. • Visit assigned support group site locations annually and as needed for evaluation/support. • Responsible for recruitment, training, coaching and supervision of assigned volunteers and professional facilitators. • Coordinate and facilitate ongoing facilitator trainings and new facilitator trainings. • Document and maintain facilitator personnel files/group files, both paper and database. • Provide crisis support to facilitators via cell phone during scheduled group time at assigned group location. • Participate with Board of directors through committees to ensure effective integration of strategic plans. • Assist in ongoing development and implementation of program service methods, data analysis, and service delivery systems. • Advocate and educate the community regarding depression and bipolar disorders including conducting educational presentations when requested. • Support DBSA on web platform and social media as requested by Vice President of Programs. <p>Job will require occasional nights and weekends</p>
Qualifications	<p>Must possess Master's Degree and unrestricted Mental Health License (LPC, LMSW, LCSW, LMFT)</p> <ul style="list-style-type: none"> • Prefer 3 years' experience in mental health field • Supervision experience preferred • Knowledge of Depression and Bipolar Disorders • Bilingual preferred

	<ul style="list-style-type: none"> • Knowledge of applicable healthcare delivery systems and Community referral resources Proficiency with Microsoft Office applications, especially Word, Excel, and Power Point
Salary/Hours	Full time 8:30am-5pm with occasional nights and weekends Salary: Include your Salary Requirements in cover letter for consideration.
Employer/Agency	Depression and Bipolar Support Alliance Greater Houston
Address	P O Box 27607
City, State, Zip	Houston, TX 77227
Contact Person	Jennifer Strich
Contact Title	Vice President of Programs
Telephone Number	713-600-1131
Fax Number	713-600-1137
Email Address	dbsahouston@dbsahouston.org
Application Method	Submit cover letter and resume via email or fax. No phone calls. Incomplete applications will not be considered.
Opening Date	10/29/2014

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.