

Date Posted: 10/16/2015

**University of Houston**  
**Graduate College of Social Work**  
**JOB OPPORTUNITY POSTING**

**Job Title:** Director of Admissions and Access Center

**Employer/ Agency:** Cenikor Foundation – Corporate Office Location

**Job Description:** Cenikor is a non-profit organization and one of the largest substance abuse treatment centers in the nation. The Director is responsible for coordinating day-to-day operations and compliance requirements for Access Center and Admissions Department. This position is also responsible for ensuring an efficient, streamlined entry into Cenikor programs and appropriate funding mix for the Foundation.

**Qualifications:** LPC, LMFT, LCSW, or LMSW licensure required. Successful background check, reference checks and successful drug screen required. Valid driver's license required.

**Experience:** Minimum two (2) years' experience in substance abuse treatment required. One (1) year experience supervision of functions or staff that serves multiple clients and assesses criteria for multiple programs preferred. One (1) year experience in an intensive treatment team setting preferred. One (1) year experience in a call center, front office or admissions environment preferred.

**Salary/Hours:** Commensurate with experience/Full-time hours required

**Employer/ Agency:** Cenikor Foundation - Corporate Office  
**Address:** 11111 Katy Freeway, Suite 500  
**City, State, Zip:** Houston, Texas 77079

**Contact Person:** Matt Kuhlman      **Contact Title:** AVP, Finance and Accounting

**Telephone:** 713-266-9944      **Fax:** 713-780-3191

**Application Method:** Apply on-line at <http://www.cenikor.org/careers.html>

**Opening Date:** 10/16/2015

*If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you!*