

<b>Job Title</b>	Learning Collaborative Program Manager
<b>Employer/ Agency</b>	The University of Texas Health Science Center
<b>Job Description</b>	<p>The University of Texas Health Science Center seeks to fill a Learning Collaborative Program Manager (PM) position in the Trauma and Grief Center for Youth housed within the Department of Psychiatry. This 40 hour per week position will involve coordinating and managing Learning Collaboratives (LCs) focused on training community organizations and service centers in bereavement-informed interventions for youth as part of a newly established Childhood Bereavement Resource Center (CBRC), a Category II Treatment and Service Adaptation Center of the National Child Traumatic Stress Network. The PM is the point of contact for each LC and oversees day-to-day management of information sharing, LC planning, agendas for learning sessions and supervision calls, and the completion of all LC phases. The PM engages and collaborates with all of the project stakeholders, as well as the Improvement Advisor, in order to ensure that all of the deliverables are met.</p> <p><b>Specific Duties:</b></p> <ul style="list-style-type: none"><li>• Creates and updates the Project Workplan to ensure deliverables are met</li><li>• Coordinates learning session planning, preparation and execution, including budgeting,</li><li>• management of the application process, and help in selecting LC participating sites</li><li>• Facilitates the design and development of learning session agendas</li><li>• Draws on experiential teaching and learning principles in developing agendas</li><li>• Facilitates the successful execution of each phase of the LC</li><li>• Develops and implements training aids to support clinical skill mastery and organizational</li><li>• sustainability</li><li>• Facilitates project planning meetings with the LC Leadership Team</li><li>• Serves as the liaison between LC Master Trainers (faculty) and LC participants</li></ul>

<b>Qualifications</b>	The ideal candidate would have completed a Master's degree in psychology, social work, public health or other related field with some knowledge of evidence-based trauma-informed interventions. At least two years of program management or administrative experience is required, preferably in a related field. Exceptional organizational, interpersonal, and verbal and written communication skills are required. Must work well in multidisciplinary teams and demonstrate the ability to promote a training environment of positivity, enthusiasm, collegiality, and good self-care.
<b>Salary/Hours</b>	Salary is commensurate with experience
<b>Employer/Agency</b>	The University of Texas Health Science Center
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Contact Person</b>	Dr. Julie Kaplow
<b>Contact Title</b>	Director, Trauma and Grief Center for Youth
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	Julie.B.Kaplow@uth.tmc.edu
<b>Application Method</b>	Deadline for applications is November 4 <sup>th</sup> , 2016, however we will continue to review applications until the position is filled. To apply, please send a cover letter, cv, and two reference letters to Dr. Julie Kaplow, Director, Trauma and Grief Center for Youth, at Julie.B.Kaplow@uth.tmc.edu.
<b>Opening Date</b>	

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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

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