

Job Title	PROGRAM MANAGER- HOUSING
Employer/ Agency	AIDS Foundation Houston
Job Description	<p>Planning and Implementation Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.</p> <ol style="list-style-type: none">1. Creates position, program, department and agency plan, as appropriate.2. Utilize position and knowledge to add to the development of plans.3. Read and implement the agency Strategic, Annual and Departmental plans.4. Ensures all grant/funder/stakeholder/committee requirements are included in a planning structure.5. Ensures the appropriate use of resources in planning activities- volunteers, vendors, committees, community partners.6. Plans to help increase productivity, efficiency, and effectiveness. <p>Department Development, Compliance and Expectations</p> <ol style="list-style-type: none">1. Reads, interprets and implements policies, best practices, guidance, standards to create framework for programming, services or departmental expectations.2. Write, interpret, implement and create department, programming or service model.3. Write, interpret and manage multiple budgets to ensure accurate spending of agency resources.4. Reads, interprets, documents, and applies legislative, funding, research and new information for programming.5. Understands and implements program /department organizational development to increase efficacy, better services, and outcomes.6. Uses and ensures the compliance of all protocols as required by funding sources.7. Completes and submits timely and accurate documentation; financial/program paperwork, forms, letters, surveys, reports, meeting notes, and all other required correspondence, ensuring it is according to departmental standards.8. Knowledge of general office practices and procedures and uses them effectively to streamline work.9. Reports up to Department Leader on the overall successes and issues regarding department.10. Acts as a member of the Quality Management Committee including chairing a work group.11. Implements volunteers and interns into all levels of service or developmental goals. <p>Agency Compliance</p> <ol style="list-style-type: none">1. Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.2. Follows instructions; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

3. Reads, understands and follows AFH Policies and Procedures.
4. Maintains appropriate levels of documents regarding files, reports, correspondence, personnel and financial paperwork.
5. Understands and adds to the outcomes and progress of departmental goals.
7. Attends department, agency-wide staff meetings and other meetings as scheduled.
8. Communicates proactively and professionally with peers and stakeholders through phone and emails.
9. Follow all regulatory requirements for reporting suspected abuse or neglect.

Stakeholder Interactions/Relationships

1. Forms professional relationships with all stakeholders - clients, target populations, donors, volunteers, interns, vendors, and community partners.
2. Ability to be culturally and linguistically competent in serving the needs of diverse clientele including but not limited to all racial, minority, and ethnic groups, substance abusers, homeless, gay/lesbian, bi-sexual, transsexual, and transgender populations.
3. Provide professional level presentations to internal and outside groups on homelessness, housing and HIV and AFH services.

Team Relationships

1. Balances team and individual responsibilities; exhibits objectivity and openness to others' views
2. Gives and welcomes feedback.
3. Acts respectfully and supportively towards other team members efforts to meet the mention.
4. Works as a highly cooperative member of the AFH staff and volunteers to accomplish agency and departmental goals.
5. Accepts responsibility and willingness to be accountable by not blaming others for work product or issue s.
6. Ensures teams have sufficient knowledge of legislation, funding, and compliance requirements.

Supervisory Responsibilities

All aspects of responsibilities must be in accordance with the organization's policies and applicable laws.

1. Responsible for the overall coordination, implementation and evaluation of assigned employees.
2. Effectively manage team to ensure completion of work, high level of cooperation, and integration with other departments.
3. Directly supervises assigned staff, interns and volunteers.
4. Provides general supervision and guidance for all staff, interns and volunteers
5. Responsible for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees
6. Address and manage employee complaints and team/employee issues.
7. Uses staff in planning, decision-making, facilitating and process improvement;
8. Develops subordinates' skills and encourages growth

Qualifications	<p>Level of Education: Master's Degree strongly preferred or at a minimum of a Bachelor's Degree in a social science field. Areas of study include social work, psychology, public administration, healthcare and/or public health.</p> <p>Work Experience: With the minimum of a Bachelor's degree, five years of program management and supervision required. With a Master's degree, two years of experience in social services with progressively higher levels of responsibilities. Supervisory experience required. Database analysis, report writing and compliance experience strongly preferred.</p>
Salary/Hours	DOE
Employer/Agency	AIDS Foundation Houston
Address	6260 Westpark #100
City, State, Zip	Houston, TX 77057
Contact Person	Ally Alvarez
Contact Title	Human Resources Coordinator
Telephone Number	713-623-6796
Fax Number	
Email Address	HR@afhouston.org
Application Method	Email resume and cover letter to HR@afhouston.org
Opening Date	ASAP

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