

Job Title	Assistant Director - Social Services
Employer/ Agency	Harris County Community Services Department
Job Description	<p>Responsible for the management of daily operations of social services programs and service locations of the Social Services Division of the Harris County Community Services Department. Oversees various programs that promote the social and economic well-being of adults, seniors, Veterans, families and disabled adults living in Harris County by assisting them in achieving and maintaining the highest level of independence through case management, advocacy with community resources and emergency financial assistance.</p> <ul style="list-style-type: none"> • Manages day to day operations of staff and programs including troubleshooting problems on an on-going basis. • Maintains current knowledge of both County and Departmental personnel policies. • Develops, plans and directs social service programs that provide various services to Harris County residents. • Works in coordination with upper management to identify resources that would benefit programs and improve effectiveness. • Stays abreast of the provisions of various local, state and federal laws and programs that include human services and/or social services benefits. • Coordinates with community organizations to provide information about Social Service Division programs and opportunities for clients. • Develop a working knowledge of Americans with Disabilities Act and other local, state and federal regulations related to individuals with disabilities and other federally-funded programs. • Communicates CSD's objectives and goals to staff member(s); guides and advises staff with regard to completion of assignments; instructs staff on methods and procedures, when needed; promotes efficiency and harmonious staff relations. • Performs other job-related duties as assigned.
Qualifications	<ul style="list-style-type: none"> • Master's degree from an accredited college or university in Social Work field. • Five years' work experience in a social services environment with two years supervisory experience. • Licensure as a Social Worker from the Texas State Board of Social Worker Examiners.

	<ul style="list-style-type: none"> • Organizational and multi-tasking skills. • Excellent communication skills - written and oral form - and to deal tactfully with all levels of department personnel, other county departments, clients, and the general public. • Knowledge of federal, state and local laws, rules and regulations pertaining to the administration of social service programs. • Knowledge of modern principles, practices and techniques of budgeting and budget preparation, as well as research, case management, supervisory skills and data processing. • Ability to complete forms, write reports and business corresponding skills. • Ability to direct a staff of professional employees. • Ability to exercise initiative and judgment in decision making. • A valid driver's license and liability insurance.
Salary/Hours	Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday Salary: Will Be Discussed During Departmental Interview
Employer/Agency	Harris County Community Services Department
Address	
City, State, Zip	Houston, Texas
Contact Person	
Contact Title	
Telephone Number	
Fax Number	
Email Address	
Application Method	Online: http://agency.governmentjobs.com/harriscountytx
Opening Date	

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.

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