

<b>Job Title</b>	Senior Program Manager
<b>Employer/ Agency</b>	Chinese Community Center
<b>Job Description</b>	<p>The Senior Program Manager in the Social Services Department will work on programs that will benefit under served and aging populations that need psychosocial and healthcare services. This position requires the Senior Program Manager to work closely with funders and community partners to manage project deliverables as outlined in program's requirements.</p> <p><b>ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:</b></p> <p><b>Clinical Functions/Case Management</b></p> <ul style="list-style-type: none"> <li>• Assess seniors at adult-day centers and provide assessment tool as follow-up.</li> <li>• Host support groups and trainings for caregivers, volunteers, and/or clients.</li> <li>• Conduct initial eligibility screening and intake assessment.</li> <li>• Prepare and conduct volunteer orientation.</li> <li>• Update and maintain client's file and monthly progress notes.</li> <li>• Provide information and refer clients to public/private services &amp; resources.</li> </ul> <p><b>Program Coordination</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate attendance data for billing purposes.</li> <li>• Maintain records and track outcomes of the programs.</li> <li>• Submit reports updating funders on a monthly, quarterly, or annual basis depending on program's requirements.</li> <li>• Lead information meetings with volunteers or clients as program dictates.</li> <li>• Supervise and train interns and volunteers to further program's functioning.</li> </ul> <p><b>Partnerships and Outreach</b></p> <ul style="list-style-type: none"> <li>• Market events and programs to diverse media sources (i.e. newspaper, television, radio, and social media).</li> <li>• Conduct or attend meetings as necessary with relevant community partners, funders or contractors, to further program's goals.</li> <li>• Coordinate and plan events such as workshops, health fairs, etc. with program staff when necessary.</li> </ul> <p>· Professional Development To perform the job successfully, the incumbent must be able to satisfactorily attend professional development trainings and stay aware of the Center's policies and procedures.</p> <p><b>PERIODIC FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>· Attend outside trainings.</li> <li>· Coordinate with corporations and foundations on senior-related events.</li> <li>· Assist with Center's events such as the annual gala, lunar new year festival, etc.</li> </ul>

<b>Qualifications</b>	<p>MINIMUM QUALIFICATIONS:</p> <ul style="list-style-type: none"> <li>· Master's degree in Social Work or related field.</li> <li>· 3+ years working experience with aging population.</li> <li>· Familiar with social services network.</li> <li>· Strong data management skills.</li> </ul> <p>PREFERRED QUALIFICATIONS:</p> <ul style="list-style-type: none"> <li>· 2+ year experience with outreach and capacity building.</li> <li>· Experience working in long-term care facilities.</li> <li>· Bilingual in Chinese or Vietnamese.</li> </ul>
<b>Salary/Hours</b>	40 hours per week
<b>Employer/Agency</b>	Chinese Community Center
<b>Address</b>	9800 Town Park Drive
<b>City, State, Zip</b>	Houston, Texas 77036
<b>Contact Person</b>	Marta Ramos
<b>Contact Title</b>	HR Manager
<b>Telephone Number</b>	713-271-6100
<b>Fax Number</b>	713-271-3713
<b>Email Address</b>	<a href="mailto:marta@ccchouston.org">marta@ccchouston.org</a>
<b>Application Method</b>	Send resume to <a href="mailto:marta@ccchouston.org">marta@ccchouston.org</a>
<b>Opening Date</b>	09/26/2018

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