<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Program Manager</th>
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<tbody>
<tr>
<td><strong>Employer/ Agency</strong></td>
<td>re:MIND</td>
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| **Job Description** | The Program Manager provides leadership and direction for creating and maintaining the re:MIND support group program. This is accomplished primarily by training, managing and guiding facilitators, as well as marketing and networking for support group locations within assigned territory.  
  
  **Support Groups**  
  - Responsible for managing approximately 15-25 support group locations within assigned territory.  
  - Available to attend assigned support groups to help set boundaries with difficult participants if needed.  
  - Ensures groups are maintaining high attendance numbers and strategizing with the Program Director to grow attendance numbers at lower performing sites.  
  
  **Facilitators**  
  - Responsible for the recruitment, training, and supervision of Volunteer Facilitators, Professional Facilitators and Certified Peer Specialists who conduct open and closed support groups within assigned territory.  
  - Performs evaluations/observations of assigned support groups on an annual basis. Reports results to Program Director.  
  - Makes recommendations for termination of facilitators when necessary.  
  
  **Inquiries**  
  - Assists staff in answering calls and emails.  
  - Provides referrals as needed.  
  - Compiles and modifies, as needed, a community resource referral list  
  
  **Programs and Evaluation**  
  - Attends all related committee meetings as assigned by Program Director or Executive Director.  
  - Trains facilitators in the implementation of new programming.  
  - Develops new ways to evaluate and increase the effectiveness of groups/facilitators.  
  - Assists in ongoing development and implementation of program policies and procedures.  
  
  **Marketing and Networking**  
  - Identifies support groups in need of additional marketing within assigned territory.  
  - Assists in establishing collaborative partnerships in the mental health community.  
  
  **Qualifications** | LCSW, LMSW, LPC or LMFT in good standing with appropriate licensing board. |
Clinical knowledge of mood disorders.
Clinical experience working with individuals and groups.
Experience with leadership and supervision/evaluation.
Knowledge of a wide array of community resources.
Ability to work well in a small office which requires teamwork in planning, input and evaluation.
Ability to juggle multiple projects and in a time sensitive fashion.
Strong communication and outreach skills with public speaking experience.
Must have excellent organizational and critical thinking skills.
Required: Computer skills in MS Office such as PowerPoint, Word and Excel.

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<tr>
<th>Salary/Hours</th>
<th>Salary commensurate with experience. Health and life insurance, retirement plan, vacation and holiday schedules are offered with employment.</th>
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<tbody>
<tr>
<td>City, State, Zip</td>
<td>Houston TX 77227</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Joyce Wang, LPC, NCC – Online Program Coordinator</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>713-600-1131</td>
</tr>
<tr>
<td>Application Method</td>
<td>Apply at <a href="https://www.remindsupport.org/forms/job-application/">https://www.remindsupport.org/forms/job-application/</a></td>
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<tr>
<td>Opening Date</td>
<td>Immediately</td>
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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.