

<b>Job Title</b>	Program Manager
<b>Employer/ Agency</b>	re:MIND
<b>Job Description</b>	<p>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.</p> <p><u>Support Groups</u></p> <ul style="list-style-type: none"> <li>• Responsible for managing approximately 15-25 support group locations within assigned territory.</li> <li>• Available to attend assigned support groups to help set boundaries with difficult participants if needed.</li> <li>• Ensures groups are maintaining high attendance numbers and strategizing with the Program Director to grow attendance numbers at lower performing sites.</li> </ul> <p><u>Facilitators</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Performs evaluations/observations of assigned support groups on an annual basis. Reports results to Program Director.</li> <li>• Makes recommendations for termination of facilitators when necessary.</li> </ul> <p><u>Inquiries</u></p> <ul style="list-style-type: none"> <li>• Assists staff in answering calls and emails.</li> <li>• Provides referrals as needed.</li> <li>• Compiles and modifies, as needed, a community resource referral list</li> </ul> <p><u>Programs and Evaluation</u></p> <ul style="list-style-type: none"> <li>• Attends all related committee meetings as assigned by Program Director or Executive Director.</li> <li>• Trains facilitators in the implementation of new programming.</li> <li>• Develops new ways to evaluate and increase the effectiveness of groups/facilitators.</li> <li>• Assists in ongoing development and implementation of program policies and procedures.</li> </ul> <p><u>Marketing and Networking</u></p> <ul style="list-style-type: none"> <li>• Identifies support groups in need of additional marketing within assigned territory.</li> <li>• Assists in establishing collaborative partnerships in the mental health community.</li> </ul>
<b>Qualifications</b>	LCSW, LMSW, LPC or LMFT in good standing with appropriate licensing board.

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

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