

<b>Job Title</b>	Program Manager II
<b>Employer/ Agency</b>	University of Houston
<b>Qualifications</b>	<p><b>Manages the day-to-day operations of a large university program or department, including the supervision of staff employees, student workers, programs or processes.</b></p> <p><b>Job Duties:</b></p> <ol style="list-style-type: none"> <li>1. Plans and develops procedures for administering a large or complex department or program.</li> <li>2. Manages fiscal activities, including procurement and budget analysis.</li> <li>3. Provides guidance to subordinate staff and evaluates performance.</li> <li>4. Prepares abstracts, research reports, funding proposals, operations and procedure manuals, and other written material and documentation.</li> <li>5. Creates and reviews reports of expenditures and activities.</li> <li>6. May administer grants and grant-related related communications, scholarships, and other operations.</li> <li>7. Develops, implements, and maintains appropriate policies and procedures.</li> <li>8. May serve as property custodian for the department.</li> <li>9. Performs other job-related duties as assigned.</li> <li>10. Supervise and monitor performance of the direct service staff.</li> <li>11. Coordinate direct service activities delivered in prescribed catchment areas/communities served by program.</li> <li>12. Assist Program Director in expansion of consumer/provider participation for the GCSW HS CAN.</li> <li>13. Create and facilitate presentations to public and private sectors to market Healthy Start program services.</li> <li>14. Assist with conducting and coordinating community health-related activities targeted at communities experiencing disparities in prenatal health for the purpose of encouraging participation in the Healthy Start maternal and child health activities.</li> <li>15. Secure information such as medical, psychological, and social factors contributing to gap in services provided to program participants.</li> <li>16. Counsel client(s) individually, in family, or in small groups regarding plans for meeting individual's needs, as necessary.</li> </ol> <p>Licensed MSW, preferred</p> <p><b>EDUCATION MAY BE CONSIDERED IN LIEU OF YEARS EXPERIENCE</b></p> <p><b>Bachelors and 1 year experience</b></p> <p><b>Education:</b></p> <p>Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical, or professional discipline; or the basic knowledge of more</p>

	than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4-year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed. Experience: Requires a minimum of one (1) year of directly job-related experience.
<b>Salary/Hours</b>	TBD
<b>Employer/Agency</b>	Healthy Start project at the University of Houston
<b>Address</b>	3511 Cullen Blvd.
<b>City, State, Zip</b>	Houston, Texas 77004
<b>Contact Person</b>	Eulalia Gillum, LMSW
<b>Contact Title</b>	Program Director
<b>Telephone Number</b>	713-743-3536
<b>Email Address</b>	<a href="mailto:edgillum@central.uh.edu">edgillum@central.uh.edu</a>
<b>Application Method</b>	Job Code: <b>STA007857</b> <a href="https://uhs.taleo.net/careersection/ex1_uhs/jobsearch.ftl?iniurl.sns_id=mailto#">https://uhs.taleo.net/careersection/ex1_uhs/jobsearch.ftl?iniurl.sns_id=mailto#</a>
<b>Opening Date</b>	Immediate

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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

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