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| Job Title | Senior Services Director |
| Employer/ Agency | Chinese Community Center |
| Qualifications | <p>MINIMUM QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Bachelor’s degree in Social Work, Public Health, Business and/or related management field. • 5 Years previous experience organizing and managing programs simultaneously, including program development, finance, budgeting & cost management, grant writing and reporting skills. • Proficient English reading, writing, and speaking skills. Strong computer skills, including demonstrated experience with MS Office. <p>PREFERRED QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Master’s degree in Social Work, Public Health, Business and/or related management field. • 2-3 year work experience with the program target population, and/or the ability to provide services in a culturally sensitive manner. • Familiarity with Government funds, funding requirements, community needs and resources. <p>Proficiency in an Asian language is a plus.</p> |
| Job Description | <p>ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:</p> <p>Program Management & Sustainability</p> <ul style="list-style-type: none"> ○ Responsible for the overall management and growth of all programs towards sustainability and meeting neighborhood/client needs. ○ Responsible for ensuring the approaches and best practices of all programs are honored in program design, evaluation, and implementation. ○ Work in collaboration with development department to develop, revise and update program budgets, performance systems and to seek grant opportunities and develop funding proposals. ○ Develop and maintain program flow-charts, manuals, systems, and policies and procedures. ○ Accountable for program implementation, training, monitoring, and reporting; ability to manage multiple workforce funding sources (private and government). ○ Prepare annual budget and business plan for the department. <p>Personnel Management</p> <ul style="list-style-type: none"> ○ Responsible for recruitment including creating and updating job descriptions, hiring, evaluating performance and terminating staff. ○ Supervise, train & coordinate staff and instructors. ○ Support staff in developing their Professional Development Plans, encourage and nourish their innovation and ownership of program outcomes. ○ Facilitate team meeting on monthly schedule to review program/outcome progress and address any program relevant issues <p>Partnerships and Collaborations</p> <ul style="list-style-type: none"> ○ Work collaboratively with funder to ensure effective utilization of resources, implementation of program model, and plan growth of respective programs. ○ Work in collaboration with independent contractors to evaluate overall |

department operations.

- Develop and maintain working relationships with program funders, partners, employers, institutions, and other not-for-profit organizations to meet client/neighborhood needs and ensure program success.

Outcomes and Evaluation

- Responsible for supervising the effective utilization of individual program outcomes and respective tracking system.
- Responsible for annual audits and site visits.
- Responsible for reporting to program funders and other key stakeholders and to provide a context for advocating program improvements.
- Effectively utilize data and outcomes to drive program decisions and design.

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.

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| Salary/Hours | DOE |
| Address | 9800 Town Park Dr, |
| City, State, Zip | Houston, TX 77036 |
| Contact Person | Rashmi Sharma |
| Contact Title | HR Manager |
| Telephone Number | 7132716100 x 109 |
| Email Address | hr@ccchouston.org |
| Application Method | Email |
| Opening Date | Immediately |

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