

Job Title	College Program Director
Employer/ Agency	Communities In Schools of Houston, Inc.
Job Description	<p>Key Responsibilities Include:</p> <ul style="list-style-type: none"> • Responsible for oversight of implementation and evaluation of Program Model-Integrated Student Support Services for all assigned campus sites. • Responsible for the administrative supervision of College Program Supervisor providing evening and weekend supervision support to CIS college campuses. • Responsible for the oversight and administrative supervision of campus-based staff/teams assigned to CIS college campuses. • Responsible for coordination of interviews for potential candidates and the staffing of assigned campus sites in collaboration with Human Resources. • Responsible for providing support and being available to the CIS campus based staff on campus sites for case consultations and case staffing. • Responsible for collaboration and strategic problem solving to address issues that impact program service delivery on campus community. • Responsible for performance monitoring, and performance evaluation reviews of the CIS campus-based staff at each assigned campus community. • Responsible for administrative tasks which include review of Time Cards (every two-weeks), Time and Effort Reports, Monthly/Partnership Reports (monthly) for assigned campus community. • Responsible for Supervision Meetings (including phone, virtual and/or formal campus visits with campus-based staff/teams) for each assigned campus community. Must maintain a record of meetings on Supervision Meeting Notes. • Responsible for CIS Program Services Meeting (via phone, virtual and/or formal campus visit) both in Fall and Spring semester with each college campus President. Must maintain a record of meetings on Program Director Meeting Logs. • Responsible for CIS Program Services Meetings (via phone, virtual and/or in-person) twice a month to provide an overview of CIS Programs (including reports of direct service delivery, challenges/issues, staffing/personnel updates) with Associate Vice Chancellor of Student Services. Must maintain a record of meetings on Program Director Meeting Logs. • Responsible for fiscal oversight of site budgets and providing timely approval where appropriate for requested expenditures from campus-based staff/teams.
Qualifications	<ul style="list-style-type: none"> • Mental Health License Required: LMSW, LCSW, LPC, LPC-A, LMFT, LMFT-A • Three to five years progressively responsible professional work experience in programming, planning, implementation and administration

	<ul style="list-style-type: none"> • Knowledge in case management and other forms of counseling interventions or programming with adolescents and adults
Salary/Hours	Competitive Salary & Excellent Benefit Package 37.5 hours per week / Full-Time Position Varied work schedule
Address	1235 North Loop West, Suite 300
City, State, Zip	Houston, TX 77008
Contact Person	Jessica Reyes
Contact Title	Human Resources Manager
Telephone Number	713-654-1515
Email Address	hrresumes@cis-houston.org
Application Method	Please send resumes, cover letters and references to: hrresumes@cis-houston.org Please visit www.cishouston.org/employment for more information.
Opening Date	Immediately

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