

Job Title	College Program Supervisor
Employer/ Agency	Communities In Schools of Houston, Inc.
Job Description	<p>Under supervision of the College Program Director, key responsibilities Include:</p> <p>Responsible for oversight of implementation of Program Model-Integrated Student Support Services during evening and weekends for college system.</p> <p>Responsible for meeting with and reporting to the College Program Director regarding CIS College Programs.</p> <p>Responsible for the administrative supervision of campus-based evening and weekend staff/teams across CIS College Programs.</p> <p>Responsible for providing support and being available to the CIS campus based evening and weekend staff across campus sites for case consultations and case staffing.</p> <p>Responsible for collaboration and strategic problem solving to address issues that impact program service delivery across system campus community.</p> <p>Responsible for performance monitoring of campus-based evening and weekend staff/teams. And working collaboration with Program Managers on performance evaluation reviews of the CIS campus-based evening and weekend staff within the college system community.</p> <p>Responsible for Support Meetings (including phone, virtual and/or formal campus visits with campus-based evening and weekend staff/teams) for the college system community. Must maintain a record of meetings on Support Meeting Notes.</p> <p>Responsible for CIS Program Services Meetings (via phone, virtual and/or in-person) as needed to provide any additional support of CIS Programs evening and weekend staff/teams with Lone Star College Evening And Weekend Managers. Must maintain a record of meetings on Program Support Supervisor Meeting Logs.</p>
Qualifications	<p>Mental Health License Required: LMSW, LCSW, LPC, LPC-Intern, LMFT, LMFT-Associate</p> <p>Three to five years progressively responsible professional work experience in programming, planning, implementation and administration</p> <p>Knowledge in case management and other forms of counseling interventions or programming with adolescents and adults</p>
Salary/Hours	Competitive Salary & Excellent Benefit Package Evenings/Weekends 37.5 hours per week / Full-Time Position
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	<p>Please send resumes, cover letters and references to: hrresumes@cis-houston.org</p> <p>Please visit www.cishouston.org/employment for more information.</p>
Opening Date	Immediately