



**EMPLOYMENT OPPORTUNITY  
PROGRAM DIRECTOR  
BURLESON HEALTH RESOURCE CENTER**

Burleson County is seeking to employ a full-time Program Director to assist with oversight and development of the Burleson Health Resource Center, a department of Burleson County. The position will offer a competitive salary and county benefits (health, retirement, etc.), will be based in Caldwell, and will require frequent travel to Somerville and other areas of the Brazos Valley.

**The ideal candidate will have:**

- A four-degree in higher learning from an accredited university and a minimum of five year experience in community capacity-building, public health, mental health and/or social services
- A proven record of program design, development and implementation
- Excellent organizational and planning skills
- Ability to meet deadlines in accomplishing short and long-term objectives while working independently and handling multiple priorities
- Strong leadership, representational, meeting management and public speaking skills
- Excellent verbal and written communication skills
- Experienced in grant-writing and fundraising
- Computer literate, able to work efficiently with Microsoft Office applications
- Current drivers license and willingness to travel

**The Program Director will report to and assist the Executive Director with:**

- Oversight of all activities of the Burleson Health Resource Center offices in Caldwell and Somerville, Texas. Activities include case management, service coordination, community health work, substance abuse counseling and peer support services, provision of information and referral services, advocacy, transportation services, provision of material and financial assistance, and coordination of delivery of services by partnering agencies.
- Selection, training, and supervision of all BHRC staff
- Developing and maintaining close working relationships with all service providers in Burleson County and throughout the region, including schools, police and probation departments, clinics, churches, and state/local and regional social service agencies, particularly those based in Bryan-College Station

- Ensure maintenance of complete, accurate and timely documentation of actions taken to assist clients
- Chairing of the Burleson County Community Resource Coordination Group (CRCG), co-chairing the Burleson County Interagency Group, thereby developing regional and county-level networks of agencies, schools, court system and local service providers for the purpose of improving coordination, communication and effective use of resources in serving the needs of Burleson County residents.
- Initiation of outreach activities to educate and inform Burleson County residents regarding public health concerns and the services offered through the BHRC and its partners
- Representing and promoting Burleson County, the Burleson Health Resource Center and our key partners to stakeholders, civic and community groups, schools and churches and to neighboring counties seeking assistance with development of similar services in their counties.
- Seeking out grant and funding opportunities and in developing programs that will address service gaps and support the BHRC in the achievement of its objectives

## **APPLICATION PROCESS**

Contact the Burleson County Treasurer's office at 979-567-2305 or visit the Burleson County website at [http://co.burleson.tx.us/wp-content/uploads/2018/11/Employment\\_Application2019.pdf](http://co.burleson.tx.us/wp-content/uploads/2018/11/Employment_Application2019.pdf) to obtain a Burleson County employment application. Submit application to the County Treasurer's office at 100 W. Buck, Caldwell, TX 77836 or by email at [ssmith@burlesoncounty.org](mailto:ssmith@burlesoncounty.org).