

Job Title	Celebration Company Assistant Director and Social Skills Coordinator
Employer/ Agency	Jewish Family Service
Job Description	<p>Jewish Family Service is seeking a full time employee to manage day to day operations at Celebration Company. Celebration Company is a 5 day per week supportive employment program for adults with disabilities. Clients' disabilities include physical disabilities, mental illness, developmental and functional disabilities. This includes providing vocational support, providing supervision and aid to clients, supervising transportation for clients, and organizing workshop activities. This person is responsible for delivering quality, professional services to individuals with disabilities. This job requires a Masters or Bachelors degree in social work or special education from an accredited university, commitment and knowledge of the Jewish community, and strong interpersonal skills.</p> <p>Essential Job Functions:</p> <ul style="list-style-type: none"> • Work as part of a team at Celebration Company 5 days per week to ensure excellent delivery of service to clients. • Ability to assess client's strengths and abilities to ensure proper placement within Celebration Company. • Co-facilitate social group for high functioning young adults who have autism spectrum disorder, developmental delays, or a disability that prevents them from socializing with their peers comfortably and/or unsupervised every Tuesday night from 6:30-8:00 PM. • Create and implement treatment plans for clients outlining goals, objectives and interventions. • Ability to keep detailed daily progress notes on clients. • Assist in developing and implementing life and social skills curriculum for clients at Celebration Company. • Coordinate and oversee client internship program with organizations in the community. • Develop curriculum for social skills group twice a week. • Lead social skills group twice a week based on appropriate curriculum. • Provide leadership support and guidance for social work interns. • Coordinate photography activities as a part of community based instruction. • Co-facilitate a wellness program for clients at the Jewish Community Center. • Provide ongoing training regarding clinical issues to volunteers. • Develop task analysis for new skills being taught. • Provide-onsite vocational job coaching and shadowing to clients. • Ability to take the lead and run the program when director is absent. • Ability to communicate effectively with parents and/or caregivers as needed. • Be able to ride the bus in the afternoons.

	<ul style="list-style-type: none"> • Ability to be trained in using Hoyer lift. • Help with quality control of products. • Additional responsibilities as warranted by management.
Qualifications	<ul style="list-style-type: none"> • At least two years in a human services experience or two years special education experience • Experience working with client with disabilities • Effective verbal and written communication skills • Excellent computer skills • Ability to preserve confidential information • Demonstrated ability to foster a workable, effective and productive relationship with other clients, staff, administration, volunteers and organizations. • Ability to work effectively as a team member and provide assistance to other staff members willingly. • Demonstrate excellent customer service skills.
Salary/Hours	DOE
Employer/Agency	Jewish Family Service
Address	4131 S. Braeswood Blvd.
City, State, Zip	Houston, TX 77025
Contact Person	Jamie Weiner, LMSW
Contact Title	Director
Telephone Number	713-667-3222
Email Address	jweiner@jfshouston.org
Application Method	Email cover letter and resume
Opening Date	March 2015

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