

<b>Job Title</b>	SOCIAL SERVICES COORDINATOR
<b>Employer/ Agency</b>	FORT BEND COUNTY
<b>Job Description</b>	<p><b>JOB SUMMARY:</b> Provides coordination of services at the Rosenberg, Missouri City and Katy office; serves as liaison between that office, the Social Services Director and the primary office in the RA. Manages the operations of the office and provides on-site supervision of the staff. Participates in planning of programs, policies or objectives for own and for other departments.</p> <p><b>DUTIES &amp; RESPONSIBILITIES:</b> Supervises staff of the off-site office to ensure good customer service if provided; eligibility screening guidelines are followed; appropriate services are applied and staff workload and schedules are coordinated. When necessary screens and interviews clients to determine eligibility and provides emergency assistance for those County residents who are determined to be eligible. Fulfills certain responsibilities in Directors absence to ensure the Department continues to operate in an effective manner. Establishes and maintains community resource relationships with other social service organizations, agencies, churches and medical facilities as needed in order to have additional and alternative community resources for client referrals. Supports, assists and provides supervision to eligibility workers in case management services and facilitates long term goal planning with clients; provides home visits as needed. Responds to and works toward resolving issues involving staff, the physical facility, clients or community relations. Assist the Director in program development, implementation and evaluation. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.</p>
<b>Qualifications</b>	<p>Bachelor's Degree in Social Work required or Master's degree in Social Work preferred or related field; Two years of job-related experience in social services or non-profit field. Management training and supervisory experience preferred. Strong computer and typing skills; strong verbal and written communication skills; strong interpersonal skills and ability to deal effectively with the public, other employees, and elected officials; good organizational skills. Ability to act professionally, use discretion and sound judgment when engaging with others. Responsible for maintaining appropriate confidentiality, pleasant attitude, observing professional courtesy and cooperating with others to resolve conflicts and achieve goals. Valid Texas Driver's License. A member of the Social Workers Association/State of Texas preferred.</p>

<b>Salary/Hours</b>	<b>STARTING SALARY RANGE:</b> Professional/Mgmt. Grade 10, \$1,740.00 - \$2,047.20 biweekly based on qualifications
<b>Employer/Agency</b>	FORT BEND COUNTY
<b>City, State, Zip</b>	US-TX-Rosenberg
<b>Application Method</b>	Apply online: <a href="https://external-fortbendcountytexas.icims.com/jobs/2641/social-services-coordinator---social-services/job">https://external-fortbendcountytexas.icims.com/jobs/2641/social-services-coordinator---social-services/job</a>
<b>Opening Date</b>	1/27/17

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