University of Houston
Graduate College of Social Work

JOB OPPORTUNITY POSTING

Job Title: Social Service Assistant

Employer/Agency: Villa Toscana at Cypress Woods

Job Description: Assist Social Service Director in completing various tasks and assessments: Conducting initial social service assessments, MDS assessments, quarterly and annual assessments. Also, assisting in completing paperwork for advance directives, assisting residents in receiving dental exams, eye screenings, podiatry visits and hearing aids. Assisting the residents with discharge planning, attending care plan meetings as needed and working with families to determine whether a discharge is a safe or unsafe plan. This job involves multiple tasks that are time framed and require a high degree of responsibility and commitment. All applicants must be dependable, have transportation and be able to work scheduled hours during regular working hours.

Qualifications: BA Degree in Social Work with a valid TX license or MA Degree in Social Work, or having an active student status in a graduate Social Service program. Previous SNF experience or working in a medical setting is preferred.

Salary/Hours: Part time position which is based on current census of facility. $15.00/ hour. Hours will be within M-F 8:00am to 5:00 pm setting.

Employer/Agency: Villa Toscana at Cypress Woods

Address: 15015 Cypress Woods Medical Drive
City, State, Zip: Houston, TX 77014

Contact Person: Jacey Matson, LBSW

Contact Title: Director of Social Services

Telephone: 281-586-6088 Fax: 281-586-6071

Email Address: doss@villatoscanarehab.com

Application Method: Please fax or email cover letter and resume. Please do not leave voice messages on phone unless directed to do so.

Opening Date: Applications will be accepted beginning March 1, 2013 and will close on March 29, 2013. Please do not send applications past this date and please do not leave phone messages.

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you