

Date Posted: 2/18/10

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Public Policy Coordinator

**Employer/ Agency:** Children at Risk - Houston

**Job Description:** Children at Risk is seeking an enthusiastic, detail oriented and self-motivated team member who will support and help policy and program efforts of a nationally recognized, Texas based, non-profit organization. The Policy Coordinator will join a small, driven, and dynamic team and will work closely with the Policy and Law team and CEO in the area of policy development with an emphasis on mental health and juvenile justice issues.

*Key responsibilities include:*

- Network with Texas children's service providers and agencies –focus of this position will be on mental health and juvenile justice issues;
- Explore, research, and objectively assess current mental health courts/dockets around the state of Texas and identify best practices around the United States;
- Interview relevant court personnel and youth across Texas regarding the quality of mental health services;
- Research, draft and publish written policy briefs regarding to the needs of children in our community; with an emphasis on mental health and juvenile justice
- Research, review, and develop position statements, policy papers, issue briefs, testimony, policy updates and alerts and other written materials on both federal and state priority issues;
- Identify, analyze, and track relevant children's state and federal legislation;
- Lead on-going advocacy efforts at city, county, state and federal levels;
- Establish and maintain relationships with state and local public officials and their staff.
- Represent the organization at various policy meetings, coalitions, and information exchange activities;
- Participate in the supervision of students serving as interns in areas including social work, public health and public policy; and
- Assist other staff members and CEO with special projects as needed. Collaborate with the staff and President during event planning and coordination, both policy and educational in nature.

**Qualifications:**

- Masters in Public Policy, Social Work, Public Health or related area required
- Articulate, self-motivated person with interest in issues that affect children
- Excellent interpersonal, written, verbal and presentation skills
- Strong critical thinking and analytical skills
- Experience in a related non profit/advocacy environment also preferable
- Project management experience with a strong ability to prioritize multiple tasks
- A strong work ethic, a good sense of humor, an outgoing personality and a zeal for relationship building are all considered a real plus for this position
- A history of commitment to children, innovative public policy, and positive change preferred
- Fluency or near-fluency in Spanish a must.

**Salary/Hours:** Competitive Salary and Benefits Package

**Employer/ Agency:** Children at Risk - Houston  
**Address:** 2900 Wesleyan, Ste 400  
**City, State, Zip:** Houston, TX 77027

**Contact Person:** Dr. Robert Sanborn

**Telephone:** 713-869-7740  
**Email:** [jobs@childrenatrisk.org](mailto:jobs@childrenatrisk.org)

**Application Method:** Sent letter of application, resume, and a list of three references via e-mail to Dr. Robert Sanborn at [jobs@childrenatrisk.org](mailto:jobs@childrenatrisk.org) by **February 26, 2010.**

**Opening Date:** Immediate

***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](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you***