

Date Posted: 03/04/2011

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

**JOB OPPORTUNITY POSTING**

**Job Title:** Family Service Provider

**Employer/Agency:** Harris County Department of Education  
Head Start Office

**Job Description:** To recruit and enroll children into the Head Start program, support the self-sufficiency of families, and to encourage parental and community involvement in the Head Start program.

**Qualifications:**

**Education/Certification:**  
Bachelor's degree in Social Work, Psychology, Sociology, Public Health or related field from an accredited university

**Special Knowledge/Skills:**  
Strong communications, public relations, and interpersonal skills  
Community assessment and resource knowledge  
Ability to coordinate services for preschool children, parents, Head Start officials, and public agencies  
Ability to use a variety of software, including Microsoft Word, Excel and Access

**Salary/Hours:** \$35,208 - \$36,000/year  
Full-time

**Employer/Agency:** Harris County Department of Education  
**Address:** 6300 Irvington Blvd.  
**City, State, Zip:** Houston, TX 77022

**Contact Person:** Laura Nilon-Williams  
**Contact Title:** HR Recruitment Coordinator

**Phone:** 713-696-8287  
**Email:** [lnilon@hcde-texas.org](mailto:lnilon@hcde-texas.org)

**Application Method:** Apply online at [jobs.hcde-texas.org](http://jobs.hcde-texas.org)

**Opening Date:** Immediately

***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***