

Date Posted: 05/11/2011

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

**JOB OPPORTUNITY POSTING**

**Job Title:** Office Manager/ Caseworker (Part-time)

**Employer/Agency:** Loving Alternative Adoption Agency

**Job Description:** Oversight of new agency office, possibly some casework

**Qualifications:** Bachelors degree, social work/office experience, prior experience in adoptions or foster care

**Salary/Hours:** 20-25 hrs/ \$15-18/hr

**Employer/Agency:** Loving Alternative Adoption Agency/new office in process of opening

**Address:** 5005 W 34<sup>th</sup> St  
**City, State, Zip:** Houston, TX 77092

**Contact Person:** Kim Dale  
**Contact Title:** Houston Supervisor

**Phone:** 713-857-0292  
**Fax:** 832-204-6011  
**Email:** kim@lovinghouston.org

**Application Method:** e-mail resume

**Opening Date:** May 15<sup>th</sup>- job opening

***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***