

<b>Job Title</b>	Client Assessment Coordinator (Part Time)
<b>Employer/ Agency</b>	Evelyn Rubenstein Jewish Community Center Meals on Wheels
<b>Job Description</b>	<p>Ensures and monitors daily client assessments and reassessments. Assists volunteer and assessor training.</p> <ul style="list-style-type: none"> <li>▪ Meets with supervisor weekly to discuss previous week's and current week's operations.</li> <li>▪ Maintains client assessments/reassessments on JMeals clients each month. Average attrition levels require processing a minimum 25 new assessments each month. All clients must be reassessed at the 11-month service mark annually.</li> <li>▪ Maintains internal database for new assessments and reassessments.</li> <li>▪ Provides occasional training and guidance for assessment support staff and meets with support staff and volunteers each week regarding assessment progress.</li> <li>▪ Supports client care by communicating client needs as they arise to Packing Coordinator and supervisor</li> <li>▪ Prepares reports as required.</li> <li>▪ Assist in maintaining client files by filing and conducting internal file audits</li> <li>▪ Adheres to JMeals daily route boards and volunteer logs provided.</li> <li>▪ Other duties as assigned.</li> </ul>
<b>Qualifications</b>	Experience with case management as it relates to seniors, excellent organizational and communication skills. Bilingual candidates preferred.
<b>Salary/Hours</b>	20-25 hours/week
<b>Address</b>	5601 S Braeswood Blvd
<b>City, State, Zip</b>	Houston TX 77096
<b>Contact Person</b>	Kate Daniel
<b>Contact Title</b>	Program Coordinator
<b>Telephone Number</b>	713-595-8177
<b>Email Address</b>	<a href="mailto:kdaniel@erjcchouston.org">kdaniel@erjcchouston.org</a>
<b>Application Method</b>	Apply via our internal system at: <a href="https://www.paycomonline.net/v4/ats/index.php?/job/apply&amp;clientkey=FBE366EBFF6E7BA33D2AC99F99AA92AF&amp;job=8919">https://www.paycomonline.net/v4/ats/index.php?/job/apply&amp;clientkey=FBE366EBFF6E7BA33D2AC99F99AA92AF&amp;job=8919</a>
<b>Opening Date</b>	4/7/17

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