

Date Posted: 08/14/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Care Coordinator

Employer/Agency: Protective Services for Children and Adults Systems of Hope

Job Description: The Care Coordinator serves as liaison between the family, the Systems of Hope Program, and community agencies. Approaches, engages, and assists families in crisis. Facilitates child and family teams using the wrap-around process. Consistently meets strict internal and external deadlines. Collaborates and interacts with people from varying backgrounds. Accurately records information provided by multiple persons and through multiple communications media. Advocates for families and children in a variety of settings. Coordinates services provided to assigned families. Develops and maintains linkage with community resources. Assures compliance with standards developed by the Systems of Hope policies and procedures and assures that policies and regulations regarding services to families are followed. In-county travel and other duties as required.

Qualifications: Bachelor's Degree in Social Work, Psychology, Sociology, Criminal Justice or a closely related field is required. A Master's Degree in Social Science is preferred.

EXPERIENCE: Two years experience working with children and families is required; must have experience connecting consumers with a variety of social service and community resources. Experience using the wrap-around process is preferred.

Volunteer experience may qualify subject to certain guidelines.

JOB SKILLS: Utilizing the wrap-around process, must be able to coordinate and prioritize multiple tasks to achieve service delivery to clients. Knowledge of the systems of care practice model as well as social service delivery, case management, community resource development, and mental health issues required. Must have reliable transportation for in-county use. Prefer bilingual skills in English and Spanish, Vietnamese or American Sign Language.

Salary/Hours: Will Be Discussed in Departmental Interview. Plus Mileage Reimbursement. Based On 26 Pay Periods

Employer/Agency: Harris County, Texas

Address: 1310 Prairie Suite 400
City, State, Zip: Houston, TX 77002-2021

Telephone Number: 713.755.3030

Application Method: Apply in-person at 13010 Prairie, Suite 170

Opening Date: Open until filled

***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***