

Job Title	<i>Bilingual Family Coordinator for the Respite Services Program of Easter Seals Greater Houston.</i>
Employer/ Agency	Easter Seals Greater Houston
Job Description	The Family Coordinator will serve as the main point of contact with Caregivers and Respite Providers. The position involves intake, enrollment, training and support of Caregivers caring for a child/adult with a development disability or a medical health condition. The Bilingual Family Coordinator will work with a team of five staff providing services to Caregivers.
Qualifications	The ideal candidate will have a college degree, experience working in a non-profit environment, and have experience working with individuals with disabilities and/or parents of children/adults with disabilities. Customer Service experience a plus. The candidate should demonstrate excellent interpersonal skills, including verbal and written communication. A team approach to service delivery is emphasized. Preferences will be given to a candidate demonstrating success relating to individuals experiencing high stress situations. Also, a positive and upbeat attitude is essential.
Salary/Hours	Salary dependent on experience and education. Hours negotiable.
Employer/Agency	Easter Seals Greater Houston, Inc
Address	4500 Bissonnet, Suite 340
City, State, Zip	Bellaire, Texas 77401
Contact Person	Linda Latimer
Contact Title	Program Director
Telephone Number	713-838-9050
Fax Number	713-838-9098
Email Address	llatimer@eastersealshouston.org
Application Method	FAX or email resume, no telephone calls, please
Opening Date	8/7/2013

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.