

Date Posted: 12/05/11

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

Job Title: Bilingual Project Coordinator

Employer/Agency: Baylor College of Medicine Community Programs

Job Description:

Professional able to complete the designated responsibility of carrying out all aspects of the On BELAY Program, evaluation, and assure compliance with activities guidelines for Evidence-based Model Program implementation of the “Too Good for Drugs & Violence” curriculum enhancement activities to the On BELAY curriculum and integration of Search Institute asset development activities and curricula in after school/school based activities, as well as other aspects of the contract. This position requires a licensed mental health practitioner at the Master’s level or higher. Bilingual (Spanish-speaking) – required.

Responsibilities include:

1. Assist in coordination and final development of all group session curriculum components and activities consistent with the Too Good for Drugs & Violence curriculum, and integrate Search Institute asset development curricula and activities into after school recreational programming for On BELAY.
2. Assist in participant recruitment, validation of criteria/screening procedures.
3. Implementation of On BELAY participant recruitment procedures – communication with participating schools and all curriculum components and community-based events – with particular emphasis on meeting linguistic needs of parents and youth.
4. Assist in implementation of the community events and facilitation of weekly On BELAY group sessions and community-based youth projects.
5. Oversees curriculum development/translation needs of program to assure parent and youth access to materials in language most conducive to learning.
6. Assist Program Coordinator in completion of all required Pre- and Post-tests in compliance with the Too good for Violence curriculum activities and Search Institute asset development materials.
7. Participation in weekly supervision with Program Director, assist in coordination and support of MSW Trainees.
8. Interface with other JP Service providers to cultivate leadership project opportunities for youth.
9. Assist Program Coordinator in maintenance of ongoing communication with the JP Program and submission of required reports, as indicated by the contract.

10. Marketing of the On BELAY Program/Community outreach to families and organizations to enhance participation opportunities for youth and families in all aspects of the program and ensure success of the youth-generated parent involvement activities.
11. Collaboration with existing community resources to meet identified needs and share resources/training and youth developed materials with other programs.
12. Translate materials into Spanish, as needed for youth and family participants, as well as facilitation of groups/mentoring in Spanish, as needed. Assurance of culturally sensitive programming.

Qualifications: MSW or or LMSW. Two years of relevant work experience.

Salary/Hours: Full time. Salary based on experience.

Employer/Agency: Baylor College of Medicine Community Programs

E-mail: kbrewer@bcm.edu

Contact Person: Kamari Brewer, LCSW

Contact Title: Program Director

Application Method: Contact by email

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 with the hiring details of your new job opportunity.

Thank you