

Date Posted: 01/06/12

**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:

- 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.
- Assist in participant recruitment, validation of criteria/screening procedures.
- 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.
- Assist in implementation of the community events and facilitation of weekly On BELAY group sessions and community-based youth projects.
- Oversees curriculum development/translation needs of program to assure parent and youth access to materials in language most conducive to learning.

- 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.
- Participation in weekly supervision with Program Director, assist in coordination and support of MSW Trainees.
- Interface with other JP Service providers to cultivate leadership project opportunities for youth.
- Assist Program Coordinator in maintenance of ongoing communication with the JP Program and submission of required reports, as indicated by the contract.
- 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.
- Collaboration with existing community resources to meet identified needs and share resources/training and youth developed materials with other programs.
- 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