

Date Posted: 01/03/13

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

Job Title: Transition Coach

Employer/Agency: Literacy Advance of Houston

Job Description: The Transition Coach is a new role at Literacy Advance and has been designed to help adult learners take further steps towards achieving their goals through employment guidance, coaching and making connections through referrals to services in the community. This is an exciting opportunity to work on a small but growing program team, learning best practices associated with adult literacy and program development, and enhancing leadership skills as the agency expands. The Transition Coach will work closely with the Program Director to develop a strategic plan for a referral pipeline that will transition students from our programs to other appropriate services, or employment. This plan will include a strategy for follow-up with students who exit or stop out from the program, and those who need services while they are taking classes. An important aspect of this role is maintaining and analyzing data to provide the agency with a concrete picture of the learners' needs and achievements.

Qualifications: A Bachelor's degree is required; a Master's degree or equivalent experience is preferred. Emphasis in social work, education, community development or a related field is preferred; however, all disciplines will be considered. In addition, two to three years of professional experience is required. This position must show the ability to motivate, lead, and facilitate teams in order to successfully meet end goals. Excellent written, verbal, and interpersonal communication skills are also required. Candidates must possess at least intermediate English/Spanish bilingual conversation and written skills. Experience with project planning and management, and program evaluation metrics are also necessary. Candidates should be goal-oriented, and comfortable in a fast-paced environment; they should be able to work a flexible schedule, as evening and Saturday work will be required. To be successful, the Transition Coach should possess excellent interpersonal skills, organizational skills, and cultural sensitivity and compassion. Broad computer skills are required, including Microsoft Office suite and an understanding of data entry best practices. The position reports to the Program Director and will work closely with the Program and Outreach Managers and other Programs staff.

Salary/Hours: This is a regular full-time, exempt position based at our Wilcrest office

location. This position is eligible for health and dental benefits, as well as a PTO accrual of 6 hours per pay period for a total of 144 hours annually. Weekly evening and Saturday work will be required. Additionally, monthly travel to meet with students at partner locations is part of the role and responsibilities for this position and reliable transportation is necessary, with mileage reimbursed according to agency policy guidelines. Salary is dependent on qualifications and experience.

Employer/Agency: Literacy Advance of Houston
Address: 2424 Wilcrest, Suite 120
City, State, Zip: Houston, TX 77042

Application Method: Send resume and cover letter describing your qualifications and salary requirements to the following.
No phone calls please. Our apologies, but only short-listed candidates will be contacted.

Email: human.resources@literacyadvance.org

Fax: 713.266.8889

Mail: ATTN: Human Resources
2424 Wilcrest, Suite 120
Houston, TX 77042

Opening Date: Immediate

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