

<b>Job Title</b>	Administrative Technician
<b>Employer/ Agency</b>	Harris County Protective Services for Children and Adults-Children's Crisis Care Center
<b>Job Description</b>	The Youth Service Specialist provides early intervention, prevention and case management services for "at risk" students in the school district. The Youth Service Specialist works with youth and families in crisis situations. This is a school-based service and the successful candidate will address the social, economic and academic needs of students experiencing school behavior problems, parent/child conflicts, runaway, truancy, medical issues, basic needs, etc. Community Youth Services is a free, voluntary program that accepts referrals from any source and seeks to resolve issues at the earliest possible level and in the least stigmatizing way. Position is in a fast-paced environment that involves collaboration with schools and other agencies.
<b>Qualifications</b>	High school diploma or G.E.D. equivalent is required.  EXPERIENCE: One year of general office/ experience is required. Some work experience with Texas Department of Family and Protective Services (DFPS) data system is preferred.  JOB SKILLS: Must possess the skills to implement and maintain a categorical filing system. . Good oral/written communication skills are also required. Must possess the ability to set time frames, adjust priorities and follow through on assignments. Ability to work independently in a fast-paced environment is essential. A valid driver's license with reliable transportation and current automobile liability insurance required to carry out job functions.
<b>Salary/Hours</b>	DOE
<b>City, State, Zip</b>	Harris County, TX
<b>Application Method</b>	APPLY AT: 1310 PRAIRIE – SUITE 170 OR JobApps@bmd.hctx.net
<b>Opening Date</b>	Immediately

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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.