

Job Title	Celebration Company Program Assistant and Community Special Education Consultant
Employer/ Agency	Jewish Family Service
Job Description	<p>Jewish Family Service is seeking a full time employee to manage the day to day operations at Celebration Company, a 3 day per week structured employment program for adults with disabilities. Client's disabilities range from physical disabilities, mental illness, developmental and functional disabilities. The duties include: providing vocational support, organizing workshop activities and providing Jewish content and materials to the participants. The second component of this position is to serve as the special education consultant for the Houston Jewish Community. These duties include overseeing the Keshet Sunday School Program and being available as a consultant to the Jewish Day Schools. The Keshet Sunday School Program is a Community-wide Sunday school class for children with learning differences. This person is responsible for delivering quality, professional services to individuals with disabilities. This job requires a Masters or Bachelors degree in social work or special education from an accredited university, commitment and knowledge of the Jewish community, and strong interpersonal skills.</p> <p>Essential Job Functions:</p> <p>Work as a part of a team at Celebration Company to ensure excellent delivery of service to clients. Implement treatment plans for clients as set by the director. Weekly Oneg (Shabbat) Luncheon coordinator. Liaison between CC and leaders/clergy within the Jewish community. Provide Jewish content and materials to teach Jewish holidays and Jewish principles to participants. Manage team of volunteers and serve as liaison between volunteers, staff and clients. Provide ongoing training regarding clinical issues to volunteers. Provide on-site vocational job coaching and shadowing to clients. Ability to communicate effectively with parents and caregivers as needed. Help with quality control of products. Develop and contour the Keshet Sunday school curriculum to meet the needs of the student population. Recruit, hire and manage teachers for the Keshet Sunday School Program. Encourage growth in student population through marketing and networking. Provide consolation to parent and caregivers of children with special needs within the community. Additional responsibilities as warranted by management</p>
Qualifications	<p>At least two years in a human services experience or two years special education experience. Experience working with clients with disabilities. Strong knowledge of Jewish principles and holidays. Effective verbal and written communication skills. Strong organizational skills. The ability and desire to be creative and crafty. Excellent computer skills. Ability to preserve confidential information. Demonstrated ability to foster a workable, effective and productive relationship with clients, staff, administration, volunteers and organizations. Ability to work effectively as a team member and provide assistance to other staff members willingly. Demonstrate excellent customer service skills.</p>
Salary/Hours	DOE
Address	4131 S. Braeswood Houston, TX 77025
Contact Person	Mrs. Jamie Paul Weiner, LMSW Program Director, Celebration Company
Telephone Number	713-667-9336 ext.127
Fax Number	713-667-3619
Email Address	jweiner@jfshouston.org
Application Method	Email resume
Opening Date	June 2, 2014

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