

Date Posted: 10/26/12

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** (CHSP) Congregate Housing Service Program/(SC) Service Coordinator Aide

**Employer/Agency:** J. Allen Management Company ( Independent Living)

**Job Description:** Assist primarily Elderly & disabled frail and at risk. Linking them to needed supportive service or medical services which are provided by private practitioners or agencies in the general community. Experience in group dynamics, human growth, health & wellness. Publication with in the facility of CHSP. Informal case management, filing, other duties assigned.

**Qualifications:** One year equivalent related experience to job description. Working with the elderly and disabled and/or training. General office and computer skills. Demonstrated experience in coordinating community services and securing referral services. Good communication skills (both verbal and written. Working skills in social work terminology and reporting process.

**Salary/Hours:** 11.53 / part time (28hours)  
Work 4 week days 9am-4pm (hours are flexible).

**Employer/Agency:** J. Allen Management Company  
**Address :** W. Leo Daniels Towers 8826 Harrell Street  
City: Houston State: Texas Zip:77093

**Contact Person:** Michelle Loudres  
**Contact Title:** CHSP/SC

**Telephone Number:** 713-694-8280  
**Fax Number:** 713-692-3755  
**Email Address:** wleodanielstowersssc@jallenmgmt.com

**Application Method:** Application can be faxed to you or picked up at the above address.

**Opening Date:**

*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](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.*

*Thank you*