

Job Title	Title IV-E Child Welfare Program Coordinator
Employer/ Agency	University of Texas at El Paso
Job Description	The Department of Social Work at the University of Texas at El Paso seeks an energetic and experienced individual to serve as the Project Coordinator for the Title IV-E Child Welfare Training Program. The Project Coordinator will work closely with the program's Advisory Board and Director to oversee the day-to-day administration of the project. This individual will be responsible for planning and overseeing the program's training, recruitment, budget, communications and reporting.
Qualifications	(1) Master 's degree in social work, plus one year post-MSW practice experience (2) Texas licensed or license-eligible as LMSW or LCSW; (3) Ability to work effectively with faculty, staff, students, and stakeholders; (4) Strong communication, organizational, interpersonal, problem-solving, and practice skills; (5) Demonstrates excellent written communication and record of writing reports; (6) Demonstrates ability to communicate effectively both internally and externally; (7) Ability to work independently and coordinate work with colleagues and peers; (8) Capacity to work effectively with different ethnic and cultural groups (7) Skill to communicate effectively with foster parents and caregivers (9) Public speaking abilities (10) Capability to work with students and workers with special needs based on the Americans with Disabilities Act (ADA); (11) Current knowledge and skill in the use of information technology; (12) Ability to travel using a personal vehicle; (13) Possession of a valid U.S. driver's license. Bilingual (English/Spanish) candidates are especially encouraged to apply.
Salary/Hours	\$65,000/ Year 40 Hours per week
Employer/Agency	University of Texas at El Paso
Address	500 W. University
City, State, Zip	El Paso, TX 79968
Contact Person	Adam McCormick
Contact Title	Assistant Professor of Social, MSW Coordinator
Telephone Number	915-747-5453
Email Address	agmccormick@utep.edu
Application Method	Online
Opening Date	10/17/13

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