

Job Title	Program Assistant
Employer/ Agency	Summerhouse Houston
Job Description	<p>The Program Assistant's primary role is to support program design and implementation for Summerhouse Houston members. The Program Assistant works closely with other program staff to oversee creative, customized programming on a daily basis to provide high quality and impactful program services. The Program Assistant provides support for all aspects of the SHH program, i.e. vocational training, socializing, group outings, meal preparation, exercise, games, entertainment, etc.</p> <p>Our mission is to create personal growth opportunities for young adults with intellectual disabilities that need a place to belong. Summerhouse Houston provides employment, job training, life skills, advocacy, self-determination, and behavioral support services to individuals who have intellectual and developmental disabilities.</p>
Qualifications	<ol style="list-style-type: none"> 1. Minimum of 1-2 years of experience and passion for working with persons with IDD/autism 2. A.A. Degree required; BS/BA preferred 3. Clean DMV record, valid Texas State driver's license, ability to drive box truck and 8-12 passenger van 4. Able to pass drug test and background check 5. Able to lift up to 50lbs 6. Highly flexible and demonstrate patience as plans and ideas evolve to meet the needs of members 7. Outgoing, a creative thinker, and willing to actively engage with young adults of varying abilities
Salary/Hours	40 hrs/week, starting at \$13.50/hour. Many holidays throughout the year.
Employer/Agency	Summerhouse Houston
Address	1424 Waseca Street
City, State, Zip	Houston, TX 77055
Contact Person	Michelle Howard-Herbein
Contact Title	Executive Director

Telephone Number	832-200-6158
Fax Number	N/a
Email Address	Info@summerhousehouston.org
Application Method	Email cover letter and resume to info@summerhousehouston.org
Opening Date	As soon as possible

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