

<b>Job Title</b>	Senior Coordinator, Business Operations - Well-Being Services
<b>Employer/ Agency</b>	<p>Baylor College of Medicine - Institutional Support Division Well-Being Services (WBS) unit within the Office of Student and Trainee Services (OSTS)</p> <p>The Senior Coordinator, Business Operations- Well-Being Services position provides administrative support for the Well-Being Services (WBS) unit within the Office of Student and Trainee Services (OSTS). The Senior Coordinator will assist with day-to-day operations by serving as a Project Manager. The applicant will provide case management for learners receiving mental health services, identify and disseminate internal and external mental health resources, facilitate communication and act as an administrative liaison between clinical providers and learners, update and maintain project tracking systems, and manage Well-Being Office functions. This applicant is supervised by the Director of Well-Being in the OSTS.</p>
<b>Job Description</b>	<p><b>Job Duties</b></p> <ul style="list-style-type: none"> <li>• Responsible for case management of learners who are referred to WBS for mental health needs</li> <li>• Identifies internal and external resources to support learner wellness across the institution</li> <li>• Communicates with providers to facilitate referrals and information sharing to include PHI in a manner that adheres to ethical guidelines and practices related to having access to sensitive and confidential information</li> <li>• Manages online database (Maxient) that is a repository for information about learner wellness concerns</li> <li>• Responds to support line and provides callers with information on internal and external resources to support wellness needs</li> <li>• Purchases WBS equipment and supplies; monitors budget</li> <li>• Manages routine WBS administrative functions and communication: manages calendars, updates website, social media; manages emails and disseminates information to staff</li> <li>• Assists with data collection, analysis and report generation</li> <li>• Communicates BCM policy to individuals served by WBS, responds to policy questions, and develops internal procedures to ensure policy compliance</li> <li>• Works collaboratively to support WBS team members and to uphold the values of BCM</li> <li>• Coordinates the day-to-day business and financial processes for the department</li> <li>• Processes personnel related transactions in SuccessFactors and coordinates with Human Resources as required</li> </ul>
<b>Qualifications</b>	<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• High School diploma or GED</li> <li>• Four years of relevant experience</li> </ul> <p><b>Preferred Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Social Work, Psychology, or related field</li> <li>• Licensure in Social Work</li> <li>• Experience in mental health services</li> </ul>
<b>Salary/Hours</b>	<p><b>Schedule:</b> Monday - Friday; 8:00 AM - 5:00 PM  <b>Work Location:</b> Houston, TX  <b>Salary Range:</b> \$54,950 - \$63,723  <b>FLSA Status:</b> Nonexempt</p>

<b>City, State, Zip</b>	<b>Work Location:</b> Houston, TX
<b>Contact Person</b>	Please apply through the BCM Careers link below: <a href="https://jobs.bcm.edu/job/Houston-Senior-Coordinator%2C-Business-Operations-Well-Being-Services-Texa/894889200/">https://jobs.bcm.edu/job/Houston-Senior-Coordinator%2C-Business-Operations-Well-Being-Services-Texa/894889200/</a>
<b>Application Method</b>	Please apply through the BCM Careers link below: <a href="https://jobs.bcm.edu/job/Houston-Senior-Coordinator%2C-Business-Operations-Well-Being-Services-Texa/894889200/">https://jobs.bcm.edu/job/Houston-Senior-Coordinator%2C-Business-Operations-Well-Being-Services-Texa/894889200/</a>
<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 [mswjjobs@central.uh.edu](mailto:mswjjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**  
GRADUATE COLLEGE of SOCIAL WORK