

Job Title	Service Coordinator Part-Time
Employer/ Agency	Communities in Schools
Job Description	<p>Under supervision of a Program Manager, the Service Coordinator contributes to program providing direct service delivery to students and/or their families with significant emphasis to case management, counseling and crisis intervention services and funding specific program deliverables, including teamwork and capacity building for the assigned campus and organization.</p> <p>Duties/Responsibilities:</p> <p>Direct Service Delivery</p> <p>Supportive Guidance and Counseling</p> <ul style="list-style-type: none"> • Individual, Group and Family Supportive Guidance (Supportive Guidance - Facilitating problem-solving and life skills enhancement experiences for students and/or families.) • Case Staffing and Consultation (Conferring with interdisciplinary team and/or other professional(s) regarding a case.) • Coordinate Health and Human Service Linkages (Providing information and referrals to resources within the school or community. Integrate and coordinate concurrent treatment and resources.) • Case Management (Provide case management services – assessment, service plan development and implementation, community linkages, monitoring and outcome evaluation – to targeted students referred for a variety of academic, behavioral health, developmental, emotional, and/or social problems.) • Individual, Group and Family Supportive Counseling (Supportive Counseling - Interventions designed to help students and/or families build strengths, develop and maintain pro-social and adaptive behaviors.) (Psycho-educational techniques aimed at prevention of mental and/or emotional problems.) <p>Academic Enhancement</p> <ul style="list-style-type: none"> • Collaborate with the community college staff (Admissions, Financial Aid, Academic Advising, Support Services, Disability Services, Learning Centers, Counseling Services, etc.) to address the needs of targeted students who require additional support to succeed academically and/or activities that teach strategies for developing school success skills. <p>Health and Human Services</p> <ul style="list-style-type: none"> • Community Outreach – Collaborate with agency and business partners to explore resources in the neighborhood community (to meet the basic and emergency needs of students) for service delivery. <p>Career Awareness</p> <ul style="list-style-type: none"> • Collaborate with the community college staff to address the needs of targeted students who require additional support to enhance career awareness and/or develop activities that teach strategies for developing career goals and job skills.

	<p>Enrichment</p> <ul style="list-style-type: none"> • Develop and coordinate activities that expand students’ educational and/or cultural horizons, including constructive college exploration recreational activities that enhance knowledge and cultural competence. <p>Parental and Family Involvement</p> <ul style="list-style-type: none"> • Parent Support – Collaborate with college campus staff to provide support for targeted students who are referred due to day-care needs and/or opportunities to enhance school engagement. <p>Administrative</p> <ul style="list-style-type: none"> • Work in collaboration with Program Manager to develop and coordinate Communities In Schools program at community college campus site <ul style="list-style-type: none"> ○ Campus Service Delivery Plans ○ Monthly Reporting <ul style="list-style-type: none"> ▪ Program Manager’s Report ▪ Partnership Report ○ Monthly Calendar ○ Meet with Community College Administrator, and/or Support Services Team ○ Partnership Development • Documentation of service delivery contacts • Attend Cluster Meetings and CIS In-Service/Trainings • Attend Faculty and Support Services Team Meetings
<p>Qualifications</p>	<p>Minimum Educational Requirements:</p> <ul style="list-style-type: none"> • Bachelor’s degree in Behavioral Sciences or Social Work required. Master’s Degree preferred. <p>Minimum Experience Requirements:</p> <ul style="list-style-type: none"> • Two years progressively responsible professional work experience in direct service delivery including case management with adolescents and adults. Experience in documentation and excellent communication skills (oral and written). <p>Required Knowledge & Skills:</p> <ul style="list-style-type: none"> • Valid Texas Driver License • Experience working with adolescents and adults • Analytical and conceptual ability • Communication Skills (Oral and Written) • Program Planning and Monitoring Skills • Ability to organize work and projects • Ability to make timely and quality judgments and decisions • Ability to work in a multicultural, fast-paced environment, and establish harmonious and effective working relationships both within and outside the organization • Initiative, passion and commitment to Communities In Schools mission and professional values

	<ul style="list-style-type: none"> • Knowledge in case management and other forms of counseling interventions or programming for adolescents and adults • Knowledge of professional Code of Conduct and Texas Laws • Experience providing consultation and case staffing
Salary/Hours	Bachelor's/Master's Degree starting at \$25/hour Licensed Mental Health Professional starting at \$35/hour
City, State, Zip	Houston TX
Application Method	Please email your Cover Letter and Resume to hresumes@cis-houston.org
Opening Date	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 mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.