

Job Title	Site Coordinator
Employer/ Agency	Communities in Schools of Baytown
Job Description	<p><u>Student Services.</u> Case manage up to 100 students each school year. Ability to assess student needs and collaborate with school staff to make appropriate linkages to academic, physical, social and other services for students and their families. Create individualized student and family plans, outlining specific needs and courses of action for on-site or referral services. Provide oversight of all service delivery, ensuring that students receive the services outlined in the assessment plan. Track activities and ensure accountability for the resources invested at the site. Serve as advocate and role model for students.</p> <p><u>Relationship to School and Community.</u> Work collaboratively with campus staff to maintain a positive CIS Baytown image. Provide orientation of the CIS Baytown program. Actively market the CIS Baytown program on campus. Regularly interface with staff, teachers, counselors, social workers and resource agencies involved in collaborative services. Provide monthly feedback to school principal. Ensure effective communication on all CIS Baytown sponsored activities to parents and faculty. Regularly participate in school-side activities and major events.</p> <p><u>Data Collection/Evaluation.</u> Assess student and campuses needs. Gather, enter and analyze collected data for individual, group and school-wide programmatic evaluation. Develop activities and services to meet the needs of campuses and students. Ensure that weekly, monthly and annual reporting are current and accurate, and that students' profile folders are complete and submitted on time. Provide requested data at specified times to the Director of Programs and Program Director. Attend monthly trainings on program development and data collection/evaluation.</p> <p><u>Volunteers.</u> As volunteers are recruited for the campus to mentor, tutor or facilitate small groups, appropriately connect them with students and monitor activities. Provide overall scheduling and coordination of volunteer/student relations</p>
Qualifications	<ul style="list-style-type: none"> • Minimum, Bachelors' Degree in a Social Work, Counseling, Psychology, Criminal Justice, Education, or related field. • Demonstrated case management experience with school-age children in school or urban setting. • Strong working knowledge in Word and basic practice in Excel and Internet. • Licensure in mental health field, a plus. <p>Core Competencies:</p> <ul style="list-style-type: none"> • Sincere dedication to academic achievement and dropout prevention • Understanding of CIS programmatic model, with a commitment towards its mission. • Desire and ability to enhance the lives of culturally diverse, at-risk students. • Excellent verbal and written communication skills. • Self-directed with strong interpersonal and relationship-building skills. • Ability and practice of modeling the behavior expected of the students and colleagues with integrity and high ethical standards. • Ability to maintain composure during crisis. • Must have a valid driver's license and be able to pass a criminal background check.

Salary/Hours	Telework is an option
Contact Person	Mel'Danci Robinson, MA, LCDI – Executive Director
Email Address	Meldanci.Robinson@gccisd.net
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.