

Job Title	Support Coordinator (Part Time)
Employer/ Agency	Evolve Outreach of Texas
Job Description	<ol style="list-style-type: none"> 1. Meet face-to-face weekly with each client and/or the client's LAR or primary caregiver to provide skills training, routine case management, medication training and support, and nurturing parenting. 2. Meet with the client face to face to complete the reassessment which includes the completion of the ANSA, CANS, and update the Recovery Plan. 3. Manage all agency reassessments to completion and notify Clinical Director when reassessments are scheduled and completed. 4. Notes due in ShareNote within 24 hours of service date. 5. Meet face-to-face with the client and the LAR or primary caregiver upon notification of a clinically significant change in the individual's functioning, life status, medication needs/changes or service needs. 6. If notified that the client is in crisis, coordinate with the appropriate providers of emergency services to respond to the crisis; And develop a timeline for reevaluating the individual's needs. Document crisis in ShareNote. 7. Updating client files as needed. 8. Expectation of 15 minimum hours of direct clinical services required per week for full time staff. 9. Return emails and phone call from clients and supervisor within 24 hours. 10. Attend treatment team meetings. 11. Additional job duties as assigned by Clinical Director.
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Human Services or related field. At least 1 year of experience providing therapeutic services to adolescents with behavioral challenges on an intensive level. At least 1 year of experience providing daily living assistance to adults with recurring mental illness. Appropriate training and experience in crisis evaluation and community intervention. • Thorough knowledge of principles and techniques of behavior management. Understanding of factors which contribute to social dysfunction; general knowledge of relevant community resources and services. Knowledge of crisis intervention strategies. Knowledge and ability to keep accurate written records of client's care including assessments, treatment plans, progress notes, discharge plans, etc. • 15 to 20 hours of direct client services per week.
Salary/Hours	Negotiable
Employer/Agency	Evolve Outreach of Texas

Address	2101 Crawford St. Suite 311
City, State, Zip	Houston, TX 777357
Contact Person	Jill Wheeler MA, LPC-S, LMFT-S
Contact Title	Director of Clinical Services
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Email Address	employment@eotexas.net
Application Method	Email
Opening Date	Immediately

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