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

Date Posted: 08.05.14

Job Title	Social Service Assistant
Employer/ Agency	Cypresswood Health & Rehabilitation Center
Job Description	<ul> <li>Provides services in support of responsibilities of the Social Services Department. Job Duties:</li> <li>Include the following. Other duties may be assigned.</li> <li>-Assists in the completion of care plans and psychosocial assessments.</li> <li>-Completes required forms and documents in accordance with company policy and state and/or federal regulations.</li> <li>-Coordinates care plan meetings with families.</li> <li>-Helps resolve concerns of Resident and/or family.</li> <li>-Makes room changes when necessary.</li> </ul>
Qualifications	High School Diploma, Student who is in the field of Social Work. Gain Clinical Experience.
Salary/Hours	DOE Part Time- 20-25 hours a week.
Address	10851 Crescent Moon Drive
City, State, Zip	Houston, TX 77064
Contact Person	Leticia Armstrong, LMSW
Contact Title	Social Service Director
Fax Number	832-688-7003
Email Address	LMArmstrong@SavaSC.com
Application Method	Email or Fax Resume
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.