


Job Title	<u>SOCIAL SERVICES COORDINATOR</u>
Employer/ Agency	FORT BEND COUNTY
Job Description	Provides coordination of services at the Rosenberg, Missouri City and Katy office; serves as liaison between that office, the Social Services Director and the primary office in the RA. Manages the operations of the office and provides on-site supervision of the staff. Participates in planning of programs, policies or objectives for own and for other departments.
Qualifications	Bachelor's Degree in Social Work required or Master's degree in Social Work preferred or related field; Two years of job-related experience in social services or non-profit field. Management training and supervisory experience preferred. Strong computer and typing skills; strong verbal and written communication skills; strong interpersonal skills and ability to deal effectively with the public, other employees, and elected officials; good organizational skills. Ability to act professionally, use discretion and sound judgment when engaging with others. Responsible for maintaining appropriate confidentiality, pleasant attitude, observing professional courtesy and cooperating with others to resolve conflicts and achieve goals. Valid Texas Driver's License. A member of the Social Workers Association/State of Texas preferred.
Salary/Hours	Grade 10, \$1,556.80 - \$1,832.00 biweekly based on qualifications
Employer/Agency	
Address	
City, State, Zip	
Contact Person	
Contact Title	
Telephone Number	
Fax Number	

Email Address	
Application Method	External applicants may apply at: www.fortbendcounty.jobs or may  be directed to the web page by scanning the QR Code: Fort Bend County Employees may apply at: http://www.fortbendcountytexas.gov/index.aspx?page=573
Opening Date	

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.