

Job Title	Bilingual Children's Services Technician
Employer/ Agency	The Children's Assessment Center
Job Description	<p>Position Description The Children's Services Technician attends to the specific duties related to the care of children and operations of the Children's Services Program.</p> <ul style="list-style-type: none"> • Performs as a childcare provider. • Coordinates activities and special events for children while at The Children's Assessment Center. • Assists children with verbal communication skills. • Assists the Children's Services Coordinator with the training, scheduling and management of community volunteers. • Plans and implements activities with children in the Children's Services Playroom. • Provides childcare along with community volunteers in the Children's Services Playroom. • Assists Children's Services Coordinator in planning and presenting volunteer training sessions. • Manages volunteers as they provide childcare services in the Children's Services playroom. • Assists with volunteer scheduling and follow-up with volunteers to ensure coverage in the Children's Services Playroom. • Provides clients with available resources including clothes and food as needed. • Assumes responsibility for case tracking system and data entry for all Playroom visitors. • Maintains and updates daily, monthly, and yearly Playroom reports. • Assists in the transport of supplies and donations. • Identifies unmet needs in the Children's Services Program and assists in the development of solutions.
Qualifications	<ul style="list-style-type: none"> • High school diploma or G.E.D. equivalent. • Some experience working with children. • Must be fluent in Spanish and English. • Computer skills using Microsoft Office (Word, Excel and

	<p>Outlook) required.</p> <ul style="list-style-type: none"> • Ability to verbally communicate with children and community volunteers. <p>Preferences</p> <ul style="list-style-type: none"> • Bachelor's degree in Social Work, Child Development, Psychology or a related area. • At least one (1) year of experience working with children.
Salary/Hours	40 hours per week / Monday – Friday Salary DOE
Address	1310 Prairie Street, Ste. 170
City, State, Zip	Houston, Texas, 77002
Application Method	Apply at: https://www.governmentjobs.com/careers/harriscountytexas/jobs/1910189/childrens-services-technician-bilingual?keywords=Children%E2%80%99s%20Service%20Technician%E2%80%93%20Bilingual&pagetype=jobOpportunitiesJobs
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.