

<b>Job Title</b>	Assistant Care Coordinator
<b>Employer/ Agency</b>	FirstLight Home Care
<b>Job Description</b>	The Assistant Care Coordinator is responsible for all areas of Operations; human resources, intakes, clients, caregivers, and scheduling. This individual directly interfaces with clients performing service evaluations, originating service plans, scheduling and supervising care.
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. H.S. Diploma or GED, some college or two years related experience and/or training preferred.</li> <li>2. Experience in home care, social work or knowledge of the health care industry preferred.</li> <li>3. Previous management experience.</li> <li>4. Prior scheduling experience preferred.</li> <li>5. Requires proficiency in computer skills including but not limited to MS Office, MS Excel and Scheduling program.</li> <li>6. Have a sympathetic attitude toward the care of the sick and elderly.</li> <li>7. Ability to carry out directions, read and write.</li> <li>8. Maturity and ability to deal effectively with the demands of the job.</li> <li>9. Must possess and demonstrate excellent communication, leadership and organizational skills and customer service techniques.</li> <li>10. Must perform and manage multiple responsibilities concurrently and work well under pressure.</li> </ol>
<b>Salary/Hours</b>	Starting salary 23K per year
<b>Employer/Agency</b>	FirstLight Home Care
<b>Address</b>	14011 Park Dr. #100 D
<b>City, State, Zip</b>	Tomball, TX 77377
<b>Contact Person</b>	Wayne Arrington
<b>Contact Title</b>	President
<b>Telephone Number</b>	832-380-8265
<b>Fax Number</b>	832-380-8255
<b>Email Address</b>	<a href="mailto:warrington@firstlighthomecare.com">warrington@firstlighthomecare.com</a>
<b>Application Method</b>	Visit <a href="http://www.FirstLightHouston.com">www.FirstLightHouston.com</a> and click on join our team or send resume to <a href="mailto:warrington@FirstLightHomeCare.com">warrington@FirstLightHomeCare.com</a>
<b>Opening Date</b>	2/1/15

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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.