

Job Title	Employment Specialist
Employer/ Agency	The Women's Home
Job Description	<p>This position will take the lead in developing and coordinating services related to employment services and aftercare. This position will also include responsibilities related to coordinating and providing services related to Life Skills Training. In addition, this position will provide direct care services and carry a caseload.</p> <p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Provide individual counseling and job preparedness training to clients on a weekly/hi- weekly basis. • Provide vocational counseling aimed at job retention. • Provide vocational assessments and testing as needed. • Provide job search resources including leads, community resources and job fairs. • Assist in coordination of volunteer facilitators for vocational services. • Maintain positive working relationships with collaborative agencies, i.e. DARS, Career and Recovery Resources, etc. • Outreach, develop and maintain relationships with employers and agencies that would provide hiring opportunities for TWH clients. • Provide individual or group vocational counseling to clients who have obtained employment in order to develop a relationship that encourages participation in aftercare. • Provide aftercare follow-up to clients who have discharged from the program. • Facilitate an evening vocational support group aimed at job retention. • Assist in developing vocational training in The Cottage Shop and reception desk. This includes, but not limited to, creating the weekly work schedules for both areas. • Work collaboratively with the vocational training coordinator to ensure regular assessment of participants and that program goals are reached. • Act as the liaison between graduates and TWH Staff to determine appropriate aftercare client enrichment/social events/volunteer opportunities, etc. • Assist in developing and implementing curriculum for Life Skills Training classes. • Schedule and ensure client participation in vocational classes and training. • Provide case management support as needed. <p>Other Responsibilities;</p> <ul style="list-style-type: none"> • Attend clinical meetings weekly and client concern meetings as needed. • Assist in coordinating field trips and special events for vocational clients. • Attend and assist with planning, organizing, and facilitating other events for the TWH, i.e. awards banquets, holiday parties, etc.

Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in human service field; Masters' degree preferred. • Three to five years' experience in a vocational, mental health or chemical dependency setting.
Salary/Hours	Full Time
Employer/Agency	The Women's Home
Address	607 Westheimer Rd
City, State, Zip	Houston TX 77006
Contact Person	Staci Young
Contact Title	Director of Program and Training
Telephone Number	713-328-1953
Fax Number	713-521-3191
Email Address	syoung@thewomenshome.org
Application Method	Email resume
Opening Date	1/3/17

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