

<b>Job Title</b>	Program Assistant
<b>Employer/ Agency</b>	Homeless Gay Kids – Houston
<b>Job Description</b>	<p>The Program Assistant position is for direct care and interaction with the youth members that come to Tony’s Place. The Program Coordinator will provide a steady, safe presence for each member to feel welcomed, helped, and protected. The responsibilities include, direct care; shepherding the youth to engage in the programs; help with meals; address the immediate needs and concerns of youth; and show leadership in maintaining a clean and tidy, organized environment.</p> <ol style="list-style-type: none"> <li>1) Manage and supervise the young people at Tony’s Place, the drop-in center for youth experiencing homelessness</li> <li>2) Directly communicate with young people and help them feel safe, comfortable, and cared about in the facility</li> <li>3) Facilitate group meetings and activities, as well as resolve conflict</li> <li>4) Coordinate volunteers and maintain volunteer scheduling for the center</li> <li>5) Communicate constantly and effectively with Program Director</li> <li>6) Assist Program Director with administrative tasks, record keeping, and paperwork</li> </ol>
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1) High school diploma, some college a plus, or equivalent work experience</li> <li>2) Experience working with at-risk young people who suffer from mental health and substance abuse issues, homeless youth experience, a plus</li> <li>3) Experience with adolescents a plus;</li> <li>4) Sensitive to the needs of gay, lesbian, bi-sexual, and transgendered youth from a wide range of backgrounds</li> <li>5) Demonstrated ability to work independently and effectively with homeless, substance using, LGBT, population(s) and with men and women of diverse backgrounds including age, gender, sexual orientation, education, language and ethnicity.</li> </ol> <p><b><u>TRAINING, EDUCATION, AND LICENSURE:</u></b></p> <ol style="list-style-type: none"> <li>1) Valid Driver's License and a clean DMV record (ability to</li> </ol>

	obtain insurance and proof thereof); 2) Pass background check; and 3) Maintain a current CPR certificate.
<b>Salary/Hours</b>	Salary DOE, part time, non-exempt, 20 hours per week
<b>Employer/Agency</b>	Tony's Place, a program of Homeless Gay Kids – Houston
<b>Address</b>	3611 Montrose Blvd.
<b>City, State, Zip</b>	Houston, TX 77006
<b>Contact Person</b>	Rachel Broussard
<b>Contact Title</b>	Program Director
<b>Telephone Number</b>	713-588-0263
<b>Email Address</b>	<a href="mailto:Rachel.Broussard@tonysplace.org">Rachel.Broussard@tonysplace.org</a>
<b>Application Method</b>	Send cover letter, resume, and references to <a href="mailto:Rachel.Broussard@tonysplace.org">Rachel.Broussard@tonysplace.org</a>
<b>Opening Date</b>	ASAP

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