

Job Title	Care for Elders Program Coordinator
Employer/ Agency	Evelyn Rubenstein Jewish Community Center of Houston
Job Description	<p>Care for Elders is Houston/Harris County's oldest and most diverse partnership focusing on the needs of older adults and caregivers. Through collaboration, research, and developing best practices, Care for Elders has, for more than a decade, worked to inform policy and improve community practice. While Care for Elders does not provide direct services, it manages a network of Houston's major senior-serving agencies and provides information to the community on issues affecting older adults.</p> <p>The Care for Elders Program Coordinator will be responsible for managing key Care for Elders programs or components, plan meetings and special events, and provide support for outreach events. The ideal candidate will be an excellent communicator with the ability to work independently and in a collaborative environment and meet or exceed the qualifications listed below.</p> <p>DUTIES and RESPONSIBILITIES</p> <p>Manage the Flexible Funding Pool Process</p> <ul style="list-style-type: none"> ▪ Track expenditures and prepare reports on fund utilization ▪ Interface with Flexible Funding Pool Committee volunteers ▪ Manage relationship with key vendors <p>Plan and Execute the Direct Care Conference</p> <ul style="list-style-type: none"> ▪ Work with Direct Care Conference Committee volunteers to plan conference topics and recruit presenters ▪ Handle all conference logistics ▪ Record participant surveys and provide an event report <p>Collaborative Support</p> <ul style="list-style-type: none"> ▪ Assist with coordination of and preparation for collaborative meetings ▪ Provide support to Access Network partners ▪ Track data and provide support to CFE and its partners with the Harvey Helpline (time limited) <p>Community Advisor and Advocate</p> <ul style="list-style-type: none"> ▪ Represent Care for Elders at public events and/or conduct presentations ▪ Represents Care for Elders at community collaborative events ▪ Connect individuals to appropriate community resources ▪ Assists in identifying key community individuals ▪ Research assigned issues and/or best practice models ▪ Answer calls and consult with CFE staff regarding the Harvey Helpline (time limited) <p>Other Duties for Care for Elders and the Evelyn Rubenstein Jewish Community Center</p>
Qualifications	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Social Work or related field (higher degree preferred but may be substituted for work experience) ▪ Two years in the non-profit field with program-related responsibilities ▪ Demonstrated ability to interface positively with the public ▪ Strong problem-solving abilities

	<ul style="list-style-type: none"> ▪ Excellent written and verbal communication skills ▪ Demonstrated ability to work in a fast-paced environment while paying attention to detail ▪ Able to set priorities and meet deadlines ▪ Preferred experience working with older adults
Salary/Hours	Full Time, DOE
Employer/ Agency	Evelyn Rubenstein Jewish Community Center of Houston
Address	5601 S. Braeswood
City, State, Zip	Houston, TX 77096
Contact Person	Tammy Mermelstein
Contact Title	Care for Elders Program Director
Telephone Number	713-595-8178
Fax Number	713-551-7223
Email Address	tmermelstein@erjchouston.org
Application Method	Apply online at: https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=10493&clientkey=FBE366EBFF6E7BA33D2AC99F99AA92AF
Opening Date	1/19/2017

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