

Job Title	PROJECT MANAGER/SOCIAL WORKER
Employer/ Agency	CHINESE COMMUNITY CENTER
Job Description	<p>POSITION SUMMARY:</p> <p>The Social Worker/Project Manager plays a critical role in the expansion project the Chinese Community Center is currently going through. S/he will be responsible for leading the project of building a new licensed Senior Center and study all requirements needed during the process. S/he should have strong project management skills as well as clinical and case management experience to assess and understand seniors' psychosocial well-being. This position requires the candidate to work closely with outside funders and contractors to manage project deliverables as spelled out in the program's requirements.</p> <p>ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:</p> <p>Project Management</p> <ul style="list-style-type: none"> • Work closely with management to lead the new Senior Center expansion project. • Study the expansion project requirements to develop new programs and ensure license compliance. • Coordinate and collaborate with a variety of contractors to execute project deliverables. <p>Clinical Functions/Case Management</p> <ul style="list-style-type: none"> • Assess seniors and provide evaluation tool follow-up. • Conduct initial eligibility screening and intake assessment. • Determine nature and degree of problems and the agency's ability to be of service. • Update and maintain client's file and monthly progress notes. • Assist clients with tools and information to access public/private services & resources. • Provide family work: supportive case work, treatment and informational exchange. • Maintain records and track outcomes for programs. • Submit reports updating funders on a monthly, quarterly, or annual basis depending on project's requirements. <p>Partnerships and Outreach</p> <ul style="list-style-type: none"> • Attend outside meetings with funders and collaborators. • Present information about the expansion project and the Center to relevant community partners, clients, and/or stakeholders.
Qualifications	<p>MINIMUM QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Master's degree in Social Work, Public Health, Public Administration, or related field. • Strong computer skills, including demonstrated experience with MS Office • 2 years' working experience in project management.

	<p>PREFERRED QUALIFICATIONS:</p> <ul style="list-style-type: none"> • 2 years' working experience with senior population and/or working in a non-profit agency. • 1-2 years' experience with networking and developing collaborations. • Bilingual Chinese or Vietnamese is a plus.
Salary/Hours	\$38,000+ 40 hours/week
Employer/Agency	CHINESE COMMUNITY CENTER
Address	9800 TOWN PARK DRIVE
City, State, Zip	HOUSTON, TX, 77036
Contact Person	MARTA RAMOS
Contact Title	HUMAN RESOURCES
Telephone Number	713-271-6100 X 109
Fax Number	713-271-3713
Email Address	MARTA@CCCHOUSTON.ORG
Application Method	EMAIL RESUME TO MARTA@CCCHOUSTON.ORG
Opening Date	7/13/2015

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