

<b>Job Title</b>	Single Parent Family Program Coordinator - Houston
<b>Employer/ Agency</b>	Presbyterian Children's Homes and Services
<b>Job Description</b>	<p>The Coordinator is responsible for the on-going management and day to day operation of a residential program for single parents and their children. This program is located in the community of Houston, Texas and provides outreach services to the community of Houston. The Coordinator is responsible for the assessment and intake process, on-going case management, property management, and community services related to the program. <b>Coordinator must live on campus.</b></p> <p>Essential Job Functions:</p> <ul style="list-style-type: none"> <li>• To ensure that every client served in residence receives Christ centered services that are family centered and goal driven.</li> <li>• To conduct an assessment for each family prior to consideration for acceptance in program.</li> <li>• To write a family action plan for each client at the residence as determined by the client and consistent with the goals of the program.</li> <li>• To provide assistance for the client to reach their goals.</li> <li>• To facilitate an environment that is supportive of spiritual growth.</li> <li>• To maintain an environment that is safe and comfortable for all residents of the program</li> <li>• To facilitate an environment that encourages learning and skill development as a lifelong process.</li> <li>• To communicate needs and solicit information and resources and provide accurate information across departments, demonstrating effective collaboration across departmental lines.</li> <li>• To respond in a timely manner to requests from the community by phone or email, providing services when appropriate and making referrals when appropriate.</li> <li>• Other duties as assigned.</li> </ul>
<b>Qualifications</b>	Master's Degree in a human service related field with experience in case management and family systems preferred
<b>Salary/Hours</b>	Commensurate with education/experience; Excellent benefits
<b>Employer/Agency</b>	Presbyterian Children's Homes and Services
<b>Address</b>	7880 San Felipe, Suite III
<b>City, State, Zip</b>	Houston, TX, 77063
<b>Contact Person</b>	Elisa R. Lopez
<b>Contact Title</b>	Human Resource Manager
<b>Telephone Number</b>	210-558-4770
<b>Fax Number</b>	512-476-8468

<b>Email Address</b>	<a href="mailto:employment@pchas.org">employment@pchas.org</a>
<b>Application Method</b>	Apply online: <a href="http://texas.pchas.org/employment/">http://texas.pchas.org/employment/</a>
<b>Opening Date</b>	7/13/2015

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