

Job Title	Activities Coordinator
Employer/ Agency	Houston Area Community Services
Job Description	<p>Overview: The Activities Coordinator position is responsible for planning and directing the daily physical fitness and recreational activities of day treatment program participants; this position is also responsible for transporting participants to and from the Center daily.</p> <p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Evaluate clients' physical and mental abilities and plans activities around those unique abilities. 2. Work with clients to develop personal social and recreational goals; evaluate and record progress toward these goals. 3. Develop group activities based on the assessed needs of individuals and their interests, which may include arts, exercise, outings, and social clubs. 4. Ensure that at least 3 of the following type activities occur daily: educational, recreational, cultural enrichment, and/or community interaction. 5. Arrange periodic field trips and transport and accompany participants on outings. 6. Effectively organize and plan events while staying within budget. 7. Work with HACS medical and behavioral health departments to achieve program goals of improved and/or stable health outcomes. 8. Participate as an active member of an interdisciplinary team, communicating individual client challenges and success to the Center supervisor, nursing staff and other program staff as appropriate. 9. Drive participants to and from the Center daily using the company van/bus. 10. Other duties assigned, as needed.
Qualifications	<p>Education, Experience, Licensure/Certification and Skills/Abilities Related Requirements: The Activities Coordinator must be a high school graduate (or equivalent) and have:</p> <p>(i) A bachelor's degree from an accredited college or university, <i>plus</i> one year of full-time experience in working with the elderly or people with disabilities in a human service or medically related program; <i>or</i></p> <p>(ii) Sixty (60) semester hours from an accredited college or university, <i>plus</i> two years of full-time experience in working with the elderly or people with disabilities in a human service or medically related program; <i>or</i></p> <p>(iii) Completed a state-approved Activities Coordinator/Director's course, <i>plus</i> two years of full-time experience in working with the elderly or people with disabilities in a human service or medically related program.</p> <p>Must be able to read, write, enter dates, and follow verbal/written directions, prepare written reports, and complete written forms in English. Must be able to verbally communicate in English and direct clients, respond to clients needs. Must be able to verbally communicate emergency information in English over the phone.</p>

	<p>A valid Texas driver's license, which is appropriate for the class of vehicle used to transport clients, is required.</p> <p>Continuing Education and Training Requirements: Participates in trainings required by the funding source and/or as required by licensure.</p>
Salary/Hours	DOE
Employer/Agency	Houston Area Community Services, Inc.
Address	2150 W. 18 th St., Suite 300
City, State, Zip	Houston, TX 77008
Contact Person	Christopher Cole
Contact Title	H. R. Manager
Fax Number	713-526-1422
Email Address	ccole@hacstxs.org
Application Method	Apply online at www.hacstxs.org Click "join our team"
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.