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| Job Title | Client Services Coordinator |
| Employer/ Agency | Angela House |
| Job Description | The Client Services Coordinator acts as the liaison for the Director of Client Services (DOC) and residents to assure that daily routines function as designed. This position is also responsible for preparing space, supplies, and sign-in sheets for scheduled activities, classes, limited program implementation, and adherence to program rules in a residential setting that accommodates formerly incarcerated females. |
| Qualifications | <ol style="list-style-type: none"> 1. Associates Degree in Social Work, Psychology, Sociology, Criminal Justice or a related field. Bachelor's degree from an accredited college or university preferred. High school diploma will be accepted with at least two years' experience of documented fulltime work as a case manager or community health worker. 2. Strong interest in criminal justice reform. 3. Valid Texas Driver's License required; must have clean driving record and clear criminal background. |
| Salary/Hours | This is a full-time, exempt position with benefits. Working hours are generally 8:00am to 5:00pm. Hours may vary based on scheduled activities. |
| Employer/Agency | Angela House |
| Address | 6725 Reed Road |
| City, State, Zip | Houston, TX 77087 |
| Contact Person | Tiffany Ross |
| Contact Title | Director of Client Services |
| Email Address | tross@angelahouse.org |
| Application Method | Email resume and cover letter to Tiffany Ross at tross@angelahouse.org |
| Opening Date | 9/17/18 |

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