



Career Opportunities

Job Posting Date:
June 29, 2012

Neighborhood Centers Inc.
Human Resources Department
4500 Bissonnet, Suite 225
713-669-5207

We appreciate your interest in employment and advancement opportunities with Neighborhood Centers Inc. Please take a moment to visit our website www.neighborhood-centers.org and complete the online application. Please attach your resume and cover letter for the position that best fits your qualifications. For general inquires, you can also email us at [hrinbox@neighborhood-centers.org](mailto:hinbox@neighborhood-centers.org).

DIVISION: SUPPORT SERVICES

Department: Marketing & Communications

Salary Range: **\$70,979-106,423**

Job Title: Senior Director of Marketing & Communications

Salary Grade: 10

Qualifications: Bachelor's Degree in Marketing, Communications, Public Relations or related field with 7 to 10 years of related experience; or equivalent combination of education and experience.

Summary: We are seeking a dynamic and energetic leader to oversee the Agency's marketing and communication initiatives and strategies. This individual will develop, integrate and implement a broad range of public relations activities relative to the strategic direction and position of the organization and its leadership. The Senior Director of Marketing & Communication is responsible not only for analyzing markets and proposing strategies, but also for implementing those strategies through market research, product development, advertising and promotion. The Senior Director of Marketing & Communication must have the ability to build and maintain strong relationships with the media and all Agency departments. The Senior Director must possess excellent communications, writing and editing skills, excellent project management skills to execute internal and external communication materials through integrated products and tools. Manages day-to-day operations of marketing and communications department, including oversight of media relations and online communication activities. This position reports directly to the Senior Vice President and Chief Development Officer.

[Closing Date: 06/30/2012]

Department: Marketing & Communications

Salary Range: **\$50,101-59,621**

Job Title: Public Relations Manager

Salary Grade: 8

Qualifications: Bachelor's Degree in Marketing, Communications, Public Relations or related field with 3 to 5 years of related experience; or equivalent combination of education and experience.

Summary: Responsible for planning, developing and implementing all media relations and press activities for the Agency – local and nationally. Work with program areas and Marketing & Communication teams to develop effective messages for reaching target audiences. Assign and manage media relations activities conducted by Agency's external consultants. Draft and prepare for the publication of press releases, news and articles about program events and successes. Seek open events for speeches and promotional opportunities. Develop and maintain relationships with news media in the Greater Houston area. Maintain a strong database/distribution list of media contacts for the agency. Develop and maintain a portfolio of Agency success stories. Secure all required internal and external approvals for media and communication materials. Track all media coverage for Agency. Respond to media inquiries, prepare talking points, identify client or Agency spokesperson and speak on behalf of the Agency when appropriate. This position reports directly to the Senior Vice President, Chief Development Officer and the Sr. Director of Marketing & Communications.

[Closing Date: 06/30/2012]

Department: Facilities

Salary Range: **\$35,380-42,102**

Job Title: Maintenance Electrician

Salary Grade: 6

Qualifications: High School Diploma or GED and Technical School diploma in related field. Five to seven years related experience may be accepted to start provided the employee obtains a Technical School diploma within four years of employment. State of Texas Maintenance Electricians license preferred. Detailed working knowledge of commercial electrical distribution system, equipment and components up to 480 volts.

Summary: Respond to and coordinate the completion of all agency electrical and lighting repairs. Develops and maintains an aggressive preventive maintenance program for electrical distribution equipment at NCI facilities. Responds to facilities issues and emergencies as directed to assist as needed. Coordinate and directs all electrical and lighting vendors and contractors as necessary.

[Closing Date: 06/30/2012]



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DIVISION: SUPPORT SERVICES

Department: Accounting

Salary Range: **\$35,380-42,102**

Job Title: Payroll Specialist

Salary Grade: 6

Qualifications: Associates Degree from an accredited educational institution in the Accounting field preferred, high school diploma required. Two or more years of general payroll experience including administration of paid time-off benefits, order of withholdings processing and direct deposit initiation. One or more years of ADP experience (PayEx, EZLabor, and iPay products) with ADP certificates.

Summary: To input data and process all aspects of semi-monthly payroll for assigned Agency personnel. To review payroll summaries for accuracy and compliance prior to transmittal and to make necessary adjustments. To manage the paid time-off benefits of assigned personnel. Prepare periodic reports of employee earnings, taxes, deductions, and leave, to be distributed to upper management. Assist Payroll Manger in the review of monthly reports and other payroll related requests.

[Closing Date: 06/30/2012]

Department: Administration

Salary Range: **\$35,380-42,102**

Job Title: Executive Assistant

Salary Grade: 6

Qualifications: Bachelor's Degree from an accredited educational institution and one to two years related experience and/or training; or equivalent combination of education and experience. Must have strong computer skills in MS Office suite. Adobe Acrobat X Pro, Raiser's Edge and Microsoft Publisher, a plus.

Summary: Supports and relieves two (2) Vice President offices of clerical tasks, minor administrative and business detail assignments, and perform other clerical duties as assigned. Manage daily calendars, coordinate billing and department expenditures, route travel requests, organize monthly reports, coordinate proposals, assist with meeting set-up and coordination. Schedule appointments, provides information to callers, maintains department files, and coordinates multi-task projects with other clerical staff. The ideal candidate has strong problem solving and analytical skills. Must have strong verbal and written communication skills. Able to organize and prioritize tasks effectively. [Closing Date: 06/30/2012]

Department: Human Resources

Salary Range: **\$59,621-70,949**

Job Title: Benefits Manager

Salary Grade: 9

Qualifications: Bachelor's Degree from an accredited educational institution preferred and three years or more related Benefits Administration and/or training; or equivalent combination of education and experience.

Summary: Seeking a Benefits professional to manage Agency benefit offerings and to monitor the benefits market to position the Agency for the optimization of our benefit dollars. This person will administer tuition reimbursement and FMLA for the Agency. Responsible for reviewing and processing vendor invoices and reporting on expenditures, trends and etc. Will be the primary point of contact for vendors, brokers and plan participants. Assist in HR related projects.

[Closing Date: 06/30/2012]



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DIVISION: SUPPORT SERVICES

Department: Neighborhood Tax Centers

Salary Range: **\$70,949-106,423**

Job Title: Senior Director of Economic Opportunities - (New)

Salary Grade: 10

Qualifications: Bachelor's degree (preferred in Social Work, Psychology, Education, Sociology or related field). Three to five years related experience and /or training; or equivalent combination of education and experience.

Summary: Oversee the House of Economic Opportunity while working with two senior directors of Community Based Initiatives program. Ability to develop a comprehensive plan to be implemented in our community centers supporting family financial growth, wellness, and stability. Duties to include supervision of Tax Centers, Credit Union, and the integrated approach to financial services and products in to the communities we serve. Literacy in Pre ABE, ABE, ESL, GED, credit recovery, computer literacy and vocational support. **[Closing Date: 07/31/2012]**

Department: Neighborhood Tax Centers

Salary Range: **\$59,621-70,949**

Job Title: Senior Tax Manager — (New)

Salary Grade: 9

Qualifications: Master's Degree from an accredited education institution; CPA or Enrolled Agency certification required. Experience with the preparation and review of individual tax returns, the implementation of quality control measures, tax office operations, and management of staff is strongly preferred. Proficient in Windows, Microsoft Office Programs (including Excel and Access), and other databases programs. Excellent logical and analytical skills. Excellent written and verbal communication skills.

Summary: Neighborhood Tax Centers provide quality free tax preparation by IRS-certified volunteers. The selected candidate will be the lead trainer of tax season staff and volunteers, will provide in-house tax expertise, monitor the accuracy and quality of tax returns, oversee operations, represent the program and supervise year-round tax centers. **[Closing Date: 07/31/2012]**



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DIVISION: CHOICES IN EDUCATION — Charter Schools

Department: Charter Schools - Ripley Middle School

Job Title: Science Teacher

Minimum Salary: \$44,114

Qualifications: Bachelor's degree from an accredited institution required, 2 years of teaching experience in the science field. Valid Texas Teaching certificate.

Summary: Provide all 6th—8th grade students with a stimulating and motivating classroom environment designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop science competencies and skills through a variety of teaching methods.
[Closing Date: 07/31/2012]

Department: Charter Schools - Ripley Middle School

Job Title: Math Teacher

Minimum Salary: \$44,114

Qualifications: Bachelor's degree from an accredited institution required, 2 years of teaching experience in the math field. Valid Texas Teaching certificate.

Summary: Provide all 6th—8th grade students with a stimulating and motivating classroom environment designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop mathematical competencies and skills through a variety of teaching methods.
[Closing Date: 07/31/2012]

Department: Charter Schools - Ripley Middle School

Job Title: Social Studies Teacher

Minimum Salary: \$44,114

Qualifications: Bachelor's degree from an accredited institution required, 2 years of teaching experience in the social studies field. Valid Texas Teaching certificate.

Summary: Provide all 6th—8th grade students with a stimulating and motivating classroom environment designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop social studies competencies and skills through a variety of teaching methods.
[Closing Date: 07/31/2012]

Department: Charter Schools - Ripley Middle School

Job Title: Language Arts/ Reading Teacher

Minimum Salary: \$44,114

Qualifications: Bachelor's degree from an accredited institution required, 2 years of teaching experience in the language arts/reading field. Valid Texas Teaching certificate, ESL Certified preferred.

Summary: Provide all 6th—8th grade students with a stimulating and motivating classroom environment designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop science competencies and skills through a variety of teaching methods.
[Closing Date: 07/31/2012]

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DIVISION: CHOICES IN EDUCATION - Charter Schools

Department: Charter Schools - Ripley Middle School

Job Title: Fine Arts Teacher

Minimum Salary: **\$44,114**

Qualifications: Bachelor's degree from an accredited institution required, 2 years of teaching experience in the fine arts field. Valid Texas Teaching certificate in the area of fine arts.

Summary: Provide all 6th—8th grade students with a stimulating and motivating classroom environment designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop fine arts competencies and skills through a variety of teaching methods.
[Closing Date: 07/31/2012]

Department: Charter Schools - Ripley Middle School

Job Title: Special Education Teacher

Minimum Salary: **\$44,114**

Qualifications: Bachelor's degree from an accredited institution required, 2 years of teaching experience in the special education. Valid Texas Teaching certificate in the area of special education.

Summary: Provide all 6th—8th grade students with a stimulating and motivating classroom environment designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop science competencies and skills through a variety of teaching methods inclusive of the special education modifications and accommodations.
[Closing Date: 07/31/2012]

Department: Charter Schools - (Ripley, Baker-Ripley, Harbach-Ripley campuses)

Job Title: Lead Teacher (3 positions) (11 months)

Salary Range: **\$42,102-50,101**

Qualifications: Bachelor's degree from an accredited educational institution in Early Childhood Education, Child Development or related field required. Master Degree preferred. Valid Texas Teaching certificate required.

Summary: Applies professional expertise in best educational practices to provide support mentoring and training to teaching and other program staff to promote effective developmentally appropriate classroom instruction individualized to the needs of each child and family.
[Closing Date: 07/31/2012]

Department: Charter Schools

Job Title: Case Worker— New Neighbors — (New)

Salary Range: **\$42,102-50,101**

Qualifications: Bachelor's degree preferred in Social Work, Psychology, Education, Sociology or related field. High school diploma or GED required. Proficiency in the following languages strongly preferred: Arabic, Lingala, Nepali and or Burmese. At least two years of experience required.

Summary: Provide in-home and other services to families and children participating in New Neighbor Promise Community School; supporting families to reach their goals; provide opportunities for children and families to participate in family literacy services and other community resources. Assist families in crisis.
[Closing Date: 07/31/2012]

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DIVISION: CHOICES IN EDUCATION - Charter Schools

Department: Charter Schools (Ripley, Baker-Ripley, Harbach-Ripley campuses)

Job Title: Charter School Teacher

Minimum Salary: **\$44,114**

Qualifications: Bachelor's degree from an accredited institution required, and valid Texas Teaching certificate appropriate for level and/or subject area of assignment.

Summary: To create a stimulating and motivating classroom environment in which to provide a high-quality, comprehensive, rigorous educational program for each assigned student. **[Closing Date: 07/31/2012]**

Department: Charter Schools

Job Title: Teacher, Librarian

Minimum Salary: **\$44,114**

Qualifications: Bachelor's Degree from an accredited educational institution with a Texas Teacher Certificate with learning resource endorsement preferred.

Summary: To provide all students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth, and to aid students in acquiring the skills needed to take full advantage of library resources. Maintain library and instructional materials inventory. **[Closing Date: 07/31/2012]**

Department: Charter Schools

Job Title: Charter Teacher Assistant

Salary Range: **\$20,995-28,973**

Qualifications: High School Diploma and a minimum of 60+ hours of coursework from an accredited college or university. Preference given to education students pursuing studies in elementary or early childhood education or related field. Current Child Development Associate credential (CDA) in preschool setting with 1-2 years experience preferred. Bilingual English/Spanish preferred.

Summary: Assists in providing a stimulating and motivating classroom environment in which to provide a high-quality, comprehensive, rigorous educational program for each assigned student. Assist Principle with administrative responsibilities. **[Closing Date: 07/31/2012]**

Department: Charter Schools

Job Title: CiE Charter Counselor (11 months)

Salary Range: **\$59,621-70,949**

Qualifications: Bachelor's degree from an accredited educational institution in Early Childhood Education, Child Development or related field required. Master Degree preferred. Valid Texas Teaching certificate, strongly preferred.

Summary: To plan, implement and evaluate a comprehensive program of guidance to the charter schools, including counseling services. Provide a proactive developmental guidance program to encourage all students to maximize personal growth and development. Provide guidance consultation to school administrators, teachers, staff, students, and parents regarding individual and/or group needs. **[Closing Date: 07/31/2012]**

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DIVISION: CHOICES IN EDUCATION - Early Head Start/Head Start Programs

Department: Early Head Start/Head Start

Salary Range: **\$29,731-35,380**

Job Title: Family Development Worker

Salary Grade: 5

Qualifications: Bachelor's Degree from an accredited educational institution in Social Work, Psychology, Education, Sociology or related field required. Must receive Family Development Credential within one year of hire. Bilingual (English/Spanish) preferred.

Summary: Provide in-home and other services to families and children participating in Early Head Start and Head Start programs. Establish mutually respectful partnerships with families and support families' efforts to reach their goals. Provide opportunities for children and families to participate in family literacy services. Coordinate and integrate Head Start services in order to enhance effectiveness. Support families in accessing other community resources and assist families in crisis.

[Closing Date: 07/31/2012]

Department: Early Head Start/Head Start/Charter Schools

Salary Range: **\$24,984-29,731**

Job Title: Program Assistant — Child Nutrition

Salary Grade: 4

Qualifications: High School Diploma or equivalent with 1-2 years of related experience or an equivalent combination of education and experience. Excellent interpersonal skills and successful experience working in teams. Computer literate and proficient in use of Windows, Excel, MS Word. Must have a valid Texas Driver's license and a good driving record.

Summary: Coordinates the administrative activities of the Child Nutrition Department. Assists with development of materials related to program events and trainings. Compiles and types statistical reports, data entry using PROMIS, Word, and Excel products. Reviews and consolidates monthly information to ensure accurate claims reimbursements, track meal payments and collection of parent balances. Prepares purchase orders, order supplies and materials.

[Closing Date: 07/31/2012]

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DIVISION: CHOICES IN EDUCATION - Early Head Start/Head Start Programs

Department: Early Head Start/Head Start

Job Title: Substitute Teacher (EHS)

Salary Range: **\$26,354-31,509**

Qualifications: Current Child Development Associate Credential (CDA) in Infant/Toddler setting required. Associate's Degree from an accredited educational institution in Early Childhood Education strongly preferred. Two to three years experience in a preschool setting preferred.

Summary: Provides a high quality, comprehensive, culturally-sensitive educational program to Head Start children and their families in the absence of the assigned teacher or teaching assistant. **[Closing Date: 07/31/2012]**

Department: Early Head Start/Head Start

Job Title: Head Start Teacher (10 months) (Collaborations)

Salary Range: **\$26,354-31,509**

Qualifications: Bachelor's degree from an accredited institution required with 60+ hours of coursework in early childhood education. Bilingual (English/Spanish) preferred.

Summary: To create a stimulating and motivating classroom environment in which to provide a high-quality, comprehensive, rigorous educational program for each assigned student. **[Closing Date: Ongoing]**

Department: Early Head Start/Head Start

Job Title: Senior Family Wellness Coordinator

Salary Range: **\$59,621-70,949**

Qualifications: Experience in pediatrics care, including immunizations, care plans and case management, data entry experience and good communication skills. Background in pediatric nutrition, dietetics, or a related field or equivalent combination of education and experience preferred. Bilingual preferred. Bachelor's degree from an accredited institution required.

Summary: Responsible for ensuring overall health and nutrition needs of the families are met in accordance with the Head Start regulations. The primary duty of this position is to implement wellness programs and link program participants to services via internal and external collaborative efforts. Local travel is required. **[Closing Date: 07/31/2012]**

Department: Early Head Start/Head Start

Job Title: Family Wellness Specialist

Salary Range: **\$35,380-42,102**

Qualifications: LVN with experience in pediatrics care, including immunizations, care plans and case management, data entry experience and good communication skills. Background in pediatric nutrition, dietetics, or a related field or equivalent combination of education and experience preferred. Bilingual preferred. Bachelor's degree from an accredited institution required.

Summary: Responsible for ensuring overall health and nutrition needs of the families are met in accordance with the Head Start regulations. The primary duty of this position is to implement wellness programs and link program participants to services via internal and external collaborative efforts. Local travel is required. **[Closing Date: 07/31/2012]**

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DIVISION: CHOICES IN EDUCATION - Early Head Start/Head Start Programs

Department: Early Head Start/Head Start

Salary Range: **\$10.31-14.89 per hour**

Job Title: EHS Teacher (11.5 months)

Qualifications: Associates degree from an accredited educational institution in Early Childhood Education is strongly preferred. Current Child Development Associate Credential (CDA) in an infant/toddler setting required. A minimum of 2 years of experience in a preschool setting with infants and toddlers. Bilingual (English/Spanish) preferred.

Summary: To create a stimulating and motivating classroom environment in which to provide a high-quality, comprehensive, rigorous educational program for each assigned student. **[Closing Date: Ongoing]**

Department: Early Head Start/Head Start

Salary Range: **\$26,354-31,509**

Job Title: Substitute Teacher (HS)

Qualifications: Current Child Development Associate Credential (CDA) in Infant/Toddler setting required. Associate's Degree from an accredited educational institution in Early Childhood Education strongly preferred. Two to three years experience in a preschool setting preferred.

Summary: Provides a high quality, comprehensive, culturally-sensitive educational program to Head Start children and their families in the absence of the assigned teacher or teaching assistant. **[Closing Date: Ongoing]**

Department: Early Head Start/Head Start

Salary Range: **\$10.31—14.89 per hour**

Job Title: Head Start Teacher Assistant (10 months)

Qualifications: High School Diploma required. Current Child Development Associate credential (CDA) in preschool setting with 1-2 years experience preferred.

Summary: Assists in providing a high quality, comprehensive, culturally-sensitive educational program to Head Start children and their families. **[Closing Date: Ongoing]**

Department: Early Head Start/Head Start

Minimum Salary: **\$44,114**

Job Title: Head Start Teacher (10 months) (Non-Collaborations)

Qualifications: Bachelor's or advanced degree from an accredited educational institution in Early Childhood Education or related field required; and Valid Texas Teaching Certificate appropriate for level and/or subject area of assignment with experience teaching preschool-age children. Bachelor's Degree in any field; Admittance into Teach For America program; Passed early childhood content exam (e.g. Praxis II); Participation in Teach For America summer training institute that includes pre-school children; and Receiving ongoing professional development and support from Teach for America's professional staff. Bilingual (English/Spanish) preferred.

Summary: To create a stimulating and motivating classroom environment in which to provide a high-quality, comprehensive, rigorous educational program for each assigned student. **[Closing Date: Ongoing]**

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DIVISION: COMMUNITY BASED INITIATIVES

Department: Community Centers

Salary Range: **\$15-20 per hour**

Job Title: **Enrichment Instructor**

Qualifications: Two years previous Enrichment education or continuing education experience. Instructors must provide a written curriculum of classroom instruction.

Summary: To teach enrichment courses that include exercise and fitness such as dance, yoga, karate, aerobics, etc; leisure learning such as gardening, sewing, art, cake decorating, crafts, etc; and youth courses such as theater, hip-hop, graphic design, etc. Courses extend four to eight weeks and occurs one to three times a week. Classes may be taught in English or Spanish. *Please indicate the class you prefer to teach.*

[Closing Date: Ongoing]

Department: Community Centers

Salary Range: **\$20 per hour**

Job Title: **Adult Education Instructor (Part-Time)**

Qualifications: Two years previous Adult Education experience. ESL certification is preferred.

Summary: To teach ESL, GED, VESL and basic literary classes to adults in a community center setting. Courses run four to eight weeks and meet one to three times a week.

[Closing Date: Ongoing]

Department: Community Centers — Baker Ripley

Salary Range: **\$42,102-50,101**

Job Title: **Loan Underwriter/Branch Manager**

Salary Grade: 7

Qualifications: Bachelor's Degree in Business from an accredited institution with a minimum of five (5) years in loan underwriting, booking and funding in the financial banking industry. Must have a history of lending authority. Experience in managing a small staff. Ability to perform multiple tasks. Must be proficient with Microsoft Word, Excel and Ten-Key.

Summary: Interview members, process and approve loans within board approved limits. Process and approve loans within lending guidelines. Retrieve credit reports for processed loans. Research credit report disputes. Have oversight for all title work for all secured loans. Ensure that secured loans have required insurance. Provide assistance to members in the lobby or by phone. Learn back-up responsibilities for accounting/booking of credit union general ledgers.

[Closing Date: 06/30/2012]



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DIVISION: COMMUNITY BASED INITIATIVES

Department: Community Centers - Independence Heights

Salary Range: **\$42,102-50,101**

Job Title: Program Coordinator

Salary Grade: 7

Qualifications: Bachelor's degree preferred in Social Work, Psychology, Education, Sociology or related field. Minimum 2—3 years experience in program implementation with specific experience in community outreach, community resources and event planning. Computer literate and proficient in use of Windows, Excel, MS Word, Supervisory experience required, bilingual (Spanish/English) skills preferred. Able to work some nights and weekends.

Summary: Develop activities offered through the community center and increase membership to the center based on programs offered at the center and surrounding resources. Ensure the facility is being utilized to its maximum potential. **[Closing Date: 07/31/2012]**

Department: Community Centers - Cleveland Ripley

Salary Range: **\$10.09-12.01**

Job Title: Bilingual Program Assistant (Part-Time)

Salary Grade: 3

Qualifications: High School Diploma or equivalent with 1-2 years of related experience or an equivalent combination of education and experience. Excellent interpersonal skills and successful experience working in teams. Computer literate and proficient in use of Windows, Excel, MS Word. Must have a valid Texas Driver's license and a good driving record. Bilingual Spanish skills preferred..

Summary: : Ensure that all visitors are greeted upon entering the facility and are informed about center activities. Answer phones and provide general administrative support as needed. Assist with providing information and referrals. Assist with fee collection and data entry into the CTS system **[Closing Date: 07/31/2012]**

DIVISION: PUBLIC SECTOR SOLUTIONS - Workforce Solutions

Department: Workforce Solutions—Brazos Valley, Texas

Salary Range: **\$27,663-37,345**

Job Title: Intake/Eligibility Specialist (2 positions)

Qualifications: Bachelor's Degree from an accredited educational institution or Associate's Degree with three years of experience in customer service or equivalent combination of related education and experience. Working knowledge of Microsoft Office software.

Summary: : ensure compliance with Workforce Solutions contractual obligations, policies, and procedures for childcare intake and eligibility. Interacts with customer and childcare providers to determine their needs and provide clients with childcare services and information. Including determining eligibility and enrolling clients with eligible childcare providers. **[Closing Date: 07/31/2012]**



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DIVISION: PUBLIC SECTOR SOLUTIONS - Workforce Solutions

Department: Workforce Solutions - Houston, Texas

Salary Range: **\$35,380-48,824**

Job Title: Funds Commitment Specialist

Salary Grade: 6

Qualifications: Bachelor's Degree from an accredited educational institution in Business Administration, Finance, Accounting or a related field. An Associates with four years of experience with Workforce Solutions systems and processes may be considered. Twelve months experience working in a finance department and handling account receivables and payables. Computer literate and proficient in Windows Office products, Excel, MS Word.

Summary: Reviews and approves financial aid transactions for Workforce Solutions career offices. Reviews transaction reports for discrepancies and works with career offices and other staff to resolve issues. Respond to career office requests for support and assistance with transactions in the Financial Aid Management System (FAMS). Monitors the status of funding streams and vendors to ensure that funds are spent appropriately. Ensures the timely processing of transactions for Workforce Solutions customers.

[Closing Date: 06/30/2012]

Department: Workforce Solutions - Houston, Texas

Salary Range: **\$50,101-59,621**

Job Title: Systems Analyst

Salary Grade: 8

Qualifications: Bachelor's Degree from an accredited educational institution in MIS, CIS or Business and 5-7 years experience in business operations or systems development. Experience with NetSuite and/or IssueTrak systems preferred.

Summary: Conduct requirements definition, design, testing, training, and implementation activities for modification of business systems and processes. Documents processes, procedures, and system design to support business functions. Designs and creates forms, spreadsheets, reports and small databases to support processes and management of processes. Provide direct supervision to staff and ensure proficiency of work assignments.

[Closing Date: 06/30/2012]

Department: Workforce Solutions—Deep East Jasper, Texas

Salary Range: **\$11.00 per hour**

Job Title: Client Services Support Specialist

Qualifications: High School diploma or equivalent and two years office experience. Must have working knowledge of Microsoft Word, Excel, and Outlook.

Summary: Provides administrative support to Child Care Services staff and customers. Work involves providing assistance to staff and customers via telephone and in-person, Data Entry of

needs, processing of paperwork, maintaining customer files, determining basic eligibility for waitlist services. Interacts extensively with staff and general public.

[Closing Date: 06/30/2012]

Department: Workforce Solutions— Deep East Jasper, Texas

Salary Range: **\$27,663-37,345**

Job Title: Intake/Eligibility Specialist

Qualifications: Bachelor's Degree from an accredited educational institution or Associate's Degree with three years of experience in customer service; or an equivalent combination of related education and experience. Working knowledge of Microsoft Office software.

Summary: Ensure compliance with Workforce Solutions contractual obligations, policies, and procedures for childcare intake and eligibility. Interacts with customers and childcare providers to determine their needs and provide clients with childcare services and information, including determining eligibility and enrolling clients with eligible childcare providers.

[Closing Date: 07/31/2012]



Career Opportunities

Job Posting Date:
June 29, 2012

Neighborhood Centers Inc.
Human Resources Department
4500 Bissonnet, Suite 225
713-669-5207

We appreciate your interest in employment and advancement opportunities with Neighborhood Centers Inc. Please take a moment to visit our website www.neighborhood-centers.org and complete the online application for the position that best fits your qualifications. For general inquires, you can also email us at hinbox@neighborhood-centers.org.

DIVISION: PUBLIC SECTOR SOLUTIONS - Workforce Solutions

Department: Workforce Solutions—Longview, Texas

Salary Range: **\$27,663-37,345**

Job Title: Intake/Eligibility Specialist

Qualifications: Bachelor's Degree from an accredited educational institution or Associate's Degree with three years of experience in customer service; or an equivalent combination of related education and experience. Working knowledge of Microsoft Office software.

Summary: Ensure compliance with Workforce Solutions contractual obligations, policies, and procedures for childcare intake and eligibility. Interacts with customers and childcare providers to determine their needs and provide clients with childcare services and information, including determining eligibility and enrolling clients with eligible childcare providers. Bilingual (English/Spanish) preferred. **[Closing Date: 06/30/2012]**

Department: Workforce Solutions—Tyler, Texas

Salary Range: **\$12.00 per hour**

Job Title: Support Specialist - (Temporary FT)

Qualifications: High School diploma or equivalent and two years office experience. Must have working knowledge of Microsoft Word, Excel, and Outlook.

Summary: Provides administrative support to Child Care Services staff and customers. Work involves providing assistance to staff and customers via telephone and in-person, Data Entry of customer service needs, processing of paperwork, maintaining customer files, determining basic eligibility for waitlist services. Interacts extensively with staff and general public. **[Closing Date: 06/30/2012]**

Department: Workforce Solutions—Tyler, Texas

Salary Range: **\$32,504-43,880**

Job Title: Program Compliance Technician

Qualifications: Bachelor's Degree from an accredited educational institution and a minimum of two (2) years of related experience. Working knowledge of the Child Care Services program desired. Bilingual (English/Spanish) preferred. Must have working knowledge of Microsoft Word, Excel, and Outlook software products.

Summary: Manage the random sampling process to conduct monthly customer reviews. Conduct in-person interviews with customers as a part of the review compliance process and conduct verification audits. Develop and implement customer review plans. Conduct customer reviews across the East Texas region. Provide support to program compliance processes to effectively meet program goals. **[Closing Date: 06/30/2012]**

Department: Workforce Solutions—Tyler, Texas

Salary Range: **\$35,380-42,102**

Job Title: Operations Coordinator

Qualifications: Bachelor's Degree from an accredited educational institution in Business Administration, Finance, Accounting or related field. One year of experience working in a childcare subsidy program or similar experience. Must have working knowledge of Microsoft Word, Excel, and Outlook software products.

Summary: Complete and analyze fund management reports for childcare operations. Monitors financial aid budgets, expenditures, and obligations. Communicate financial information through databases, and other reporting tools to Agency management. Conduct program quality reviews, and works with the childcare Director to improve the overall efficiency and operations of the childcare program. **[Closing Date: 07/31/2012]**



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DIVISION: PUBLIC SECTOR SOLUTIONS - Workforce Solutions

Department: Workforce Solutions—Brazos Valley, Texas

Salary Range: **\$42,102-50,101**

Job Title: Client Services Manager

Qualifications: Bachelor's Degree from an accredited educational institution in Business Administration, Accounting, Public Administration, project management or other related area with three years of experience and/or training. Effective written and verbal communication skills. Basic accounting and financial principles knowledge and Working knowledge of Microsoft Office software.

Summary: Provides leadership, direction, and professional development of child care intake/eligibility and clerical support staff. Develop new efficiencies, innovations in service delivery methods, and policies and procedures. Oversee the daily operations of the Workforce Solutions of Brazos Valley Texas child care program and effectively manage the staffing resources allocated to the program to achieve the desired outcomes.

[Closing Date: 07/31/2012]

Department: Workforce Solutions—Rural Capital Cedar Park, Texas

Salary Range: **\$24,984-29,731**

Job Title: Provider Account Representative

Qualifications: High school diploma or GED and three years related experience and/or training or the equivalent combination of education and experience in the field. Must have working knowledge of Microsoft Word, Excel, and Outlook software products.

Summary: Ensure timely and accurate processing and reconciliation of payments made to child care providers in the Rural Capital Workforce Development Area and supporting the Provider and Financial Services division.

[Closing Date: 06/30/2012]

Department: Workforce Solutions—Rural Capital Cedar Park & San Marcos, Texas

Salary Range: **\$13.00 per hour**

Job Title: Client Services Support Specialist - (1 position in Cedar Park) (1 position in San Marcos)

Qualifications: High School diploma or equivalent and two years office experience. Must have working knowledge of Microsoft Word, Excel, and Outlook.

Summary: Provides administrative support to Child Care Services staff and customers. Work involves providing assistance to staff and customers via telephone and in-person, Data Entry of customer service needs, processing of paperwork, maintaining customer files, determining basic eligibility for waitlist services. Interacts extensively with staff and general public.

[Closing Date: 07/31/2012]



Career Opportunities

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DIVISION: PUBLIC SECTOR SOLUTIONS - Housing and Energy Management

Department: Housing and Energy Management

Salary Range: **\$42,102-50,101**

Job Title: Call Center Supervisor - (Internal only)

Salary Grade: 7

Qualifications: Bachelor's degree in social work or related field. Social work experience preferred. Minimum two years experience supervising teams. Customer service and/or call center experience desired. Two years of experience working with a related program conducting monitoring preferred. Good organizational and communication skills. Excellent computer skills with advanced MS Excel knowledge.

Summary: The CSS works with management to develop, implement and effectively manage a customer service program to handle incoming customer service calls for the CEAP program. Tracks and monitors call log reports and handle any customer complaints and resolutions. Develop customer service surveys. Works to ensure overall customer service experience for CEAP clients. Provide solutions to resolving customer complaints and develop client plans. Responsible for the daily direction, supervision, training and coaching for the customer service team.

[Closing Date: 06/30/12]

Department: Housing Energy Management

Salary Range: **\$50,101-59,621**

Job Title: Utility Assistance Manager

Salary Grade: 8

Qualifications: Bachelor's degree in social work or related field. Five plus management experience with direct reports and partner sites outside of the organization. Field experience working with clients in their homes to explain services. Good organizational and communication skills. Excellent computer skills with advanced MS Office, data base queries, report generation, and document storage applications such as Docuware. Must be able to work evenings and weekends. Requires reliable transportation, valid Texas driver's license, and minimum auto liability insurance.

Summary: Under general direction, participates in the administration and management of the Utility Assistance program including coordination with outside agencies and the development of service delivery methods. Supervise intake and case workers to ensure optimal client service delivery. Schedule intake worker site visits and client interviews.

[Closing Date: 06/30/2012]



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DIVISION: SHELTERING ARMS SENIOR SERVICES

Department: Home Care

Salary Range: **\$10 per hour**

Job Title: Personal Care Assistant

Qualifications: High School Diploma or G.E.D. required. CNA Certification preferred. One year of experience with direct patient care in a nursing home or hospital setting. One year of experience within the past five years of direct patient care in a home health setting. CPR and First Aid Certification preferred. Bilingual Spanish preferred. Must be able to lift or transfer up to 50 pounds. Must have reliable transportation, valid driver's license and minimum auto liability insurance.

Summary: The ideal candidate is passionate about serving and helping others. Provide assistance with personal hygiene and grooming of elder clients, may also assist with light house keeping, shopping, laundry, errands, transportation, meal preparation, and companionship services to enable clients to remain independent and in their own homes.

[Closing Date: Ongoing]

Department: Case Management & Care Giving Support

Salary Range: **\$35,380-48,824**

Job Title: Care Manager

Salary Grade: 6

Qualifications: Bachelor's Degree from an accredited educational institution in Social Work or related discipline required: Texas Social Work license preferred. Computer literate and proficient in Windows Office products, Excel, MS Word. Reliable transportation, valid driver's license with minimum auto liability insurance required. Knowledge of appropriate community resources in comprehensive care management of the elderly, preferred. May be required to work some evening, weekends and/or holidays.

Summary: Under the direction of the Care Management & Caregiver Support Director, provides care management services to enable the elderly to cope with problems and maintain themselves in the local community. Working with referring party, client, family and/or formal and informal support systems to develop a care plan appropriate for the client. Providing Healthy IDEAS intervention to clients per intervention guidelines.

[Closing Date: 07/31/2012]