

<b>Job Title</b>	CIS Crisis Intervention Specialist
<b>Employer/ Agency</b>	Communities in Schools – Southeast Harris and Brazoria County
<b>Job Description</b>	<p>This position will be responsible for the day-to day operations of the program at the school site. The Crisis Intervention Specialist works closely with the principals, counselors, students, parents, community members, and other concerned individuals to ensure that identified Communities In Schools of Southeast Harris and Brazoria County programs are provided.</p> <ul style="list-style-type: none"> <li>• Coordinates services for identified students and families during the school day and possibly before and after school.</li> <li>• Interviews students and/or parents and/or guardian with problems such as personal and family adjustments, abuse, criminal conduct, finances, employment, food, clothing, housing, and physical and mental impairments to determine nature and degree of problem.</li> <li>• Secures information such as medical, psychological, and social factors contributing to student's situation, and evaluates these and student's capacities.</li> <li>• Counsels student individually, in family, or in other small groups regarding plans for meeting needs, and aids student to mobilize inner capacities and environmental resources to improve social functioning.</li> <li>• Helps student to modify attitudes and patterns of behavior by increasing understanding of self, personal issues</li> <li>• Maintains working knowledge of community resources and agencies and connects the appropriate resources to individual students' and families' needs</li> <li>• Refers and follows up with student and/or parent and/or guardian to community resources and other organizations.</li> <li>• Compiles records and prepares reports, meeting required deadlines in a timely manner.</li> <li>• Reviews service action plan and performs follow-up inquiries to determine quantity and quality of services provided to the student and status of student's case.</li> <li>• Accesses and records student and community resource information.</li> <li>• Secures supplementary information such as free and reduced lunch status, discipline reports, grades, and other school data reports necessary to acquire an accurate assessment of the student's needs.</li> <li>• Actively involve volunteers in their areas of interest and expertise.</li> <li>• Work closely with principal(s) and counselor(s) to effectively structure programs, meeting the needs of the individual campus setting. When required, determines student's eligibility for financial assistance.</li> <li>• Effectively meeting the objective of the CIS-Crisis Intervention program through individual mentoring and/or counseling and/or organized group sessions.</li> <li>• Organizing and maintaining student case files in compliance with the Perfect File Checklist as outlined by CIS.</li> <li>• Plan, organize, and implement program design to effectively meet the needs of the students and families.</li> <li>• Relate, motivate, encourage students, parents/guardian and/or administrators, faculty, and staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Have knowledge of resources in either Southeast Harris and/or Brazoria County area.</li> <li>• Must be able to interact consistently in a positive manner with a diverse group of individuals of the school, city, and state entities.</li> <li>• Compile and submit reports and information in a timely manner.</li> <li>• Exhibit excellent work attitude, strong work ethic, and self-motivation.</li> <li>• Be responsible for program planning and implementation of objectives.</li> <li>• Facilitate, develop, and/or conduct workshops as deemed necessary by the Chief Executive Officer, Chief Operating Officer and/or Program Director.</li> <li>• Encourage and motivate parents to become actively involved along with their children in school activities.</li> <li>• Work with students and parents to implement recreational and extracurricular activities to enhance self-esteem and reinforce developmental skills.</li> <li>• Work with parents, students, and staff in CIS fund-raising activities and provide a financial report following each activity.</li> </ul>
<b>Qualifications</b>	Bachelor's Degree required in Social Work, Psychology, Sociology, or a related field. License in either psychology or social work, or a related field. A minimum of three years' experience in work setting. Must be able to work with students and parents of low and medium incomes and interface with various members of school and community.
<b>Contact Person</b>	Joseph Garza – Crisis Program Director
<b>Telephone Number</b>	979-248-0680
<b>Email Address</b>	<a href="mailto:jgarza@cistxjv.org">jgarza@cistxjv.org</a>
<b>Opening Date</b>	Immediately

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