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| Job Title | Professional Home Caregiver Training Program Coordinator |
| Employer/ Agency | Christian Community Service Center |
| Job Description | <p>The Professional Home Caregiver Training Program Coordinator is a temporary (6 months: July-December 2020) part-time (28 hours per week) position responsible for managing the Professional Home Caregiver Vocational Training Pilot Program. Upon the completion of the Pilot program, there may be opportunity for hire into a full-time permanent position in 2021.</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Serve as instructor and facilitator for all sessions of the Professional Home Caregiver Training Pilot, using established curriculum. This is a short-term (approximately 50 hour) vocational training program that prepares individuals to be self-employed non-medical caregivers. • Manage logistics for the program, ensuring accurate record-keeping, timely data input, purchase and storage of materials/resources. • Oversee the job lead process that connects program graduates with care-giver referrals. • Promote positive relations with caregivers, family members, community agencies and employers. • Lead information sessions and orientations and register students. • In partnership with the Program Director, oversee program volunteers. • Conduct follow-up with students to promote success during program and after graduation. • Document and report key outcomes on a monthly basis to management. Participate in evaluation of pilot and provide input on future direction of program. • Travel to community locations and offsite program locations. |
| Qualifications | <ul style="list-style-type: none"> • Knowledge of issues impacting older adults and their caregivers. Experience working in home care and/or other settings that serve older adults preferred. • Strong interpersonal and public speaking skills • Excellent written and verbal communication skills and strong critical thinking skills. • Commitment to developing and empowering others to be successful entrepreneurs in the caregiving field. Knowledge of small business development/financial literacy and/or interest in learning. |

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| | <ul style="list-style-type: none"> • Proficient with technology, including Microsoft Word, PowerPoint and Excel. • Bachelor's Degree, plus a minimum of 2 years' experience in non-profit, healthcare, social service, or similar field. Additional education may substitute for a portion of experience requirement. |
| Salary/Hours | Compensation depends on experience. This is a temporary, part-time position working 28 hours per week during typical business hours. |
| Employer/Agency | Christian Community Service Center |
| Address | 3501 W. Alabama |
| City, State, Zip | Houston, TX 77027 |
| Contact Person | Stefanie Lopez |
| Contact Title | Program Director – Employment |
| Email Address | slopez@ccschouston.org |
| Application Method | Send a resume and cover letter to Stefanie Lopez, Program Director-Employment, at slopez@ccschouston.org with "Program Coordinator" as the subject. |
| 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.

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