

<b>Job Title</b>	Program Outreach & Education Coordinator
<b>Employer/ Agency</b>	University of Houston
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• <b>Work closely with program leaders to implement program specific directives.</b></li> <li>• <b>Assist with expansion of consumer participation and recruitment strategies.</b></li> <li>• <b>Interview/recruit consumers in the target community to determine needs.</b></li> <li>• <b>Provide assistance to case management.</b></li> <li>• <b>Provide community outreach and education based on program guidelines.</b></li> <li>• <b>Track and compile client questionnaires for central intake.</b></li> <li>• <b>Refer clients to community resources and provide application assistance when necessary.</b></li> <li>• <b>Record and prepare reports as required by program standards.</b></li> <li>• <b>May conduct home visits and/or necessary one-on-one consultations.</b></li> <li>• <b>Performs other job-related duties as assigned.</b></li> </ul> <p><b>EDUCATION:</b> Bachelors and 1 year experience</p> <p>Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed. Requires a minimum of one (1) year of directly job-related experience and/or training or equivalent combination of education and experience, in lieu of.</p>
<b>Salary/Hours</b>	\$15.02 - \$19.15
<b>Employer/Agency</b>	Healthy Start project at the University of Houston
<b>Address</b>	3511 Cullen Blvd.
<b>City, State, Zip</b>	Houston, Texas 77004
<b>Contact Person</b>	Eulalia Gillum, LMSW

<b>Contact Title</b>	Program Director
<b>Telephone Number</b>	713-743-3536
<b>Email Address</b>	<a href="mailto:edgillum@central.uh.edu">edgillum@central.uh.edu</a>
<b>Application Method</b>	UH website Job ID: STA007761 <a href="https://uhs.taleo.net/careersection/ex1_uhs/jobsearch.ftl?iniurl.sns_id=mailto#">https://uhs.taleo.net/careersection/ex1_uhs/jobsearch.ftl?iniurl.sns_id=mailto#</a>
<b>Opening Date</b>	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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.