

<b>Job Title</b>	Service Coordinator- Lone Star College- North Harris
<b>Employer/ Agency</b>	Communities In Schools of Houston, Inc.
<b>Job Description</b>	<p><b>Under supervision of a Program Manager, key responsibilities Include:</b></p> <ul style="list-style-type: none"><li>• Supportive Guidance and Counseling: Individual, Group and Family Supportive Guidance/Counseling, Case staffing and consultation<ul style="list-style-type: none"><li>○ Case Management</li></ul></li><li>• Academic Enhancement<ul style="list-style-type: none"><li>○ Collaborate with community college staff to address the needs of targeted students</li></ul></li><li>• Health and Human Services<ul style="list-style-type: none"><li>○ Community Outreach</li></ul></li><li>• Career Awareness<ul style="list-style-type: none"><li>○ Enhance career awareness and/or develop activities that teach strategies for developing career goals and job skills</li></ul></li><li>• Enrichment<ul style="list-style-type: none"><li>○ Develop and coordinate activities that expand students' educational and/or cultural horizons</li></ul></li><li>• Parental and Family Involvement<ul style="list-style-type: none"><li>○ Collaborate with college campus staff to provide support for students who are referred due to day-care needs and/or opportunities to enhance school engagement</li></ul></li><li>• Administrative<ul style="list-style-type: none"><li>○ Work in collaboration with Program Manager to develop and coordinate CIS program at community college campus site</li><li>○ Documentation of service delivery</li><li>○ Attend required meetings and trainings</li></ul></li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Licensure Preferred: LMSW, LCSW, LPC, LPC-Intern, LMFT, LMFT-Associate</li><li>• Two years progressively responsible professional work experience in programming, planning, implementation and administration</li><li>• Knowledge in case management and other forms of counseling interventions or programming with adolescents and adults</li></ul>

<b>Salary/Hours</b>	\$41,605.72 Annually based on qualifications/experience plus \$4,000 Licensure stipend/ 37.5 hours per week / Full-Time Position
<b>Employer/Agency</b>	Communities In Schools of Houston, Inc.
<b>Address</b>	1235 North Loop West, Suite 300
<b>City, State, Zip</b>	Houston, TX 77008
<b>Contact Person</b>	Jessica Reyes
<b>Contact Title</b>	Director of Human Resources
<b>Telephone Number</b>	713-654-1515
<b>Fax Number</b>	713-862-4885
<b>Email Address</b>	hrresumes@cis-houston.org
<b>Application Method</b>	<b>Please send resumes, cover letters and references to:</b> <b><a href="mailto:hrresumes@cis-houston.org">hrresumes@cis-houston.org</a></b> <b>Please visit <a href="http://www.cishouston.org/employment">www.cishouston.org/employment</a> for more information.</b>
<b>Opening Date</b>	Immediate

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