<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Service Coordinator- Lone Star College- Tomball</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employer/ Agency</strong></td>
<td>Communities In Schools of Houston, Inc.</td>
</tr>
<tr>
<td><strong>Job Description</strong></td>
<td>Under supervision of a Program Manager, key responsibilities include:</td>
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<td></td>
<td>• Supportive Guidance and Counseling: Individual, Group and Family Supportive Guidance/Counseling, Case staffing and consultation</td>
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<tr>
<td></td>
<td>o Case Management</td>
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<tr>
<td></td>
<td>• Academic Enhancement</td>
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<td></td>
<td>o Collaborate with community college staff to address the needs of targeted students</td>
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<td></td>
<td>• Health and Human Services</td>
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<td></td>
<td>o Community Outreach</td>
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<td></td>
<td>• Career Awareness</td>
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<td></td>
<td>o Enhance career awareness and/or develop activities that teach strategies for developing career goals and job skills</td>
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<tr>
<td></td>
<td>• Enrichment</td>
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<tr>
<td></td>
<td>o Develop and coordinate activities that expand students’ educational and/or cultural horizons</td>
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<td></td>
<td>• Parental and Family Involvement</td>
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<tr>
<td></td>
<td>o 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</td>
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<td></td>
<td>• Administrative</td>
</tr>
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<td></td>
<td>o Work in collaboration with Program Manager to develop and coordinate CIS program at community college campus site</td>
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<td></td>
<td>o Documentation of service delivery</td>
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<td></td>
<td>o Attend required meetings and trainings</td>
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<tr>
<td><strong>Qualifications</strong></td>
<td>• Licensure Preferred: LMSW, LCSW, LPC, LPC-Intern, LMFT, LMFT-Associate</td>
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<tr>
<td></td>
<td>• Two years progressively responsible professional work experience in programming, planning, implementation and administration</td>
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<td></td>
<td>• Knowledge in case management and other forms of counseling interventions or programming with adolescents and adults</td>
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<tr>
<td><strong>Salary/Hours</strong></td>
<td>$41,605.72 Annually based on qualifications/experience plus $4,000 Licensure stipend/ 37.5 hours per week / Full-Time Position</td>
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<tr>
<td><strong>Employer/Agency</strong></td>
<td>Communities In Schools of Houston, Inc.</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>1235 North Loop West, Suite 300</td>
</tr>
<tr>
<td><strong>City, State, Zip</strong></td>
<td>Houston, TX 77008</td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
<td>Jessica Reyes</td>
</tr>
<tr>
<td><strong>Contact Title</strong></td>
<td>Director of Human Resources</td>
</tr>
<tr>
<td><strong>Telephone Number</strong></td>
<td>713-654-1515</td>
</tr>
<tr>
<td><strong>Fax Number</strong></td>
<td>713-862-4885</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:hrresumes@cis-houston.org">hrresumes@cis-houston.org</a></td>
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</tbody>
</table>
| **Application Method** | Please send resumes, cover letters and references to: hrresumes@cis-houston.org
Please visit www.cishouston.org/employment for more information. |
| **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.