

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

Salary/Hours	\$41,605.72 Annually based on qualifications/experience plus \$4,000 Licensure stipend/ 37.5 hours per week / Full-Time Position
Employer/Agency	Communities In Schools of Houston, Inc.
Address	1235 North Loop West, Suite 300
City, State, Zip	Houston, TX 77008
Contact Person	Jessica Reyes
Contact Title	Director of Human Resources
Telephone Number	713-654-1515
Fax Number	713-862-4885
Email Address	hrresumes@cis-houston.org
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.

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