

Job Title	Lone Star College – Service Coordinator(s)
Employer/ Agency	Communities In Schools of Houston, Inc.
Job Description	<p>Under supervision of a Program Manager, key responsibilities Include:</p> <p>Supportive Guidance and Counseling: Individual, Group and Family Supportive Guidance/Counseling, Case staffing and consultation</p> <p>Case Management</p> <p>Academic Enhancement</p> <p>Collaborate with community college staff to address the needs of targeted students</p> <p>Health and Human Services</p> <p>Community Outreach</p> <p>Career Awareness</p> <p>Enhance career awareness and/or develop activities that teach strategies for developing career goals and job skills</p> <p>Enrichment</p> <p>Develop and coordinate activities that expand students’ educational and/or cultural horizons</p> <p>Parental and Family Involvement</p> <p>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</p> <p>Administrative</p> <p>Work in collaboration with Program Manager to develop and coordinate CIS program at community college campus site</p> <p>Documentation of service delivery</p> <p>Attend required meetings and trainings</p>
Qualifications	<p>Mental Health License Required: LMSW, LCSW, LPC, LPC-Intern, LMFT, LMFT-Associate</p> <p>Two years progressively responsible professional work experience in programming, planning, implementation and administration</p> <p>Knowledge in case management and other forms of counseling interventions or programming with adolescents and adults</p>
Salary/Hours	<p>Competitive Salary & Excellent Benefit Package</p> <p>Days 37.5 hours per week/ Full-Time Positions</p> <p>Evenings 37.5 hours per week / Full-Time Positions</p>
Address	1235 North Loop West, Suite 300
City, State, Zip	Houston, TX 77008
Contact Person	Jessica Reyes
Contact Title	Human Resources Manager
Telephone Number	713-654-1515
Email Address	hrresumes@cis-houston.org
Application Method	<p>Please send resumes, cover letters and references to:</p> <p>hrresumes@cis-houston.org</p> <p>Please visit www.cishouston.org/employment for more information.</p>
Opening Date	Immediately