

<b>Job Title</b>	Production Coordinator
<b>Employer/ Agency</b>	JFS Houston/ Celebration Company
<b>Job Description</b>	<p>Jewish Family Service is seeking a full-time employee to supervise day-to-day production operations at Celebration Company. Celebration Company is a five day per week supportive employment program for adults with disabilities. Clients' disabilities include physical disabilities, mental illness, developmental and functional disabilities. This includes providing vocational support, overseeing the flow of items being produced, creating new items, and providing supervision and aid to clients.</p> <p>Work as part of a team at Celebration Company five days per week to ensure excellent delivery of service to clients.</p> <p>Manage a production calendar to meet sales needs</p> <p>Work with members of the Retail Team to introduce new products that are created by the Celebration Company Employees</p> <p>Work with the members of the Retail Team to introduce new products featuring the art of Celebration Company Employees</p> <p>Help to manage inventory both online and in-store</p> <p>Help to maintain Celebration Company Online store via Shopify</p> <p>Use social media to promote Celebration Company products</p> <p>Help with quality control of products.</p> <p>Carry a caseload of up to five Celebration Company Employees</p> <p>Create and implement treatment plans for clients outlining goals, objectives and interventions.</p> <p>Ability to keep detailed daily progress notes on clients.</p> <p>Develop task analysis for new skills being taught</p> <p>Provide on-site vocational job coaching and shadowing to clients`</p> <p>Ability to communicate effectively with parents and/or caregivers as needed</p> <p>Additional responsibilities as warranted by management</p>
<b>Qualifications</b>	<p>At least two years' experience working with clients with disabilities</p> <p>Creative thinker</p> <p>Effective verbal and written communication skills</p> <p>Excellent computer skills</p> <p>Strong understanding of social media and the ability to navigate it affectively</p> <p>Ability to preserve confidential information</p> <p>Demonstrated ability to foster a workable, effective and productive relationship with other clients, staff, administration, volunteers and organizations.</p> <p>Ability to work effectively as a team member and assist other staff members willingly.</p> <p>Demonstrate excellent customer service skills.</p> <p>Must be fully vaccinated against Covid-19</p> <p>Requires a master's or bachelor's degree in such fields as business, fine arts, social work or special education from an accredited university, knowledge of and/or willingness to gain knowledge of the Jewish community, and strong interpersonal skills. Experience with or willingness to learn how to work with the disability population.</p>

<b>Salary/Hours</b>	Full Time/Benefits/Salary based on qualifications (range \$40,000-\$46,000)
<b>Address</b>	4131 South Braeswood
<b>City, State, Zip</b>	Houston, TX 77096
<b>Contact Person</b>	Jamie Weiner
<b>Contact Title</b>	Manager of Disability Services
<b>Email Address</b>	<a href="mailto:Jweiner@jfshouston.org">Jweiner@jfshouston.org</a>
<b>Application Method</b>	Email resume
<b>Opening Date</b>	Immediately

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.

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