

Registration Information

Order No.	3954945
Agency Name	Communities In Schools of Houston
Job Title	Service Coordinator Lone Star College- Tomball
Job Description (including hours and responsibilities)	<p>Hours: 37.5 hours/ Full-Time Under supervision of a Program Manager, key responsibilities Include: Supportive Guidance and Counseling Individual, Group and Family Supportive Guidance/Counseling Case staffing and consultation Case Management Academic Enhancement Collaborate with community college staff to address the needs of targeted students Health and Human Services Community Outreach Career Awareness Enhance career awareness and/or develop activities that teach strategies for developing career goals and job skills Enrichment Develop and coordinate activities that expand students' educational and/or cultural horizons Parental and Family Involvement 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 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</p>
Job Location	Tomball, TX
Salary Range	\$41,605.72 Annually based on qualifications/experience plus \$4,000 Licensure stipend
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
Link to application web site (if applicable)	www.cishouston.org/employment
Application Contact Name	Jessica Reyes
Phone	713-654-1515
Email	hrresumes@cis-houston.org
Application will be accepted until (closing date):	Open Until Filled