

<b>Job Title</b>	CC Central Program Assistant & Volunteer Coordinator
<b>Employer/ Agency</b>	Alexander Jewish Family Service
<b>Job Description</b>	<p>Responsibilities include delivering quality, professional services to individuals with disabilities. This includes providing vocational support, supervision and aid to clients, supervising transportation for clients, organizing vocational activities, and assisting with personal hygiene needs as needed.</p> <p><b>Duties and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Work as part of a team at Celebration Company 5 days per week to ensure excellent delivery of service to participants.</li> <li>• Carry a direct service caseload for up to 8 clients.</li> <li>• Write Service Plans, Progress Notes, and keep track of HIPAA information for caseload in our online medical records, Credible.</li> <li>• Create and execute lesson plans for leading small group learning.</li> <li>• Serve as Volunteer Coordinator for Celebration Company Central ensuring volunteer communication, onboarding, and support are provided.</li> <li>• Oversee and assist participants to ensure a productive and safe work environment.</li> <li>• Provide onsite job coaching to participants at their internship locations when needed.</li> <li>• Act as a liaison between the participant and the internship site and help to promote self-advocacy.</li> <li>• Communicate effectively both written and orally with caregivers/parents, co-workers, and other professionals.</li> <li>• Create and distribute monthly invoices directly related to the in-house production for outside businesses.</li> <li>• Lead the operations of our Custom Napkin products including customer interactions, ordering and maintaining supplies, and training participants on the machine.</li> <li>• Help with quality control of products.</li> <li>• Lead art projects and production of products for store with participants.</li> <li>• Communicate with Manager of Center for Art and Photography at CC about production deadlines and goals.</li> <li>• Drive Celebration Company vehicles to help with participant transportation or product delivery.</li> <li>• Assist participants with personal hygiene needs when needed including support around food preparation and bathroom needs.</li> <li>• Ability to work in both Celebration Company locations and assist where needed most.</li> <li>• Additional responsibilities as warranted by management.</li> </ul>
<b>Qualifications</b>	This job requires some college or vocational school courses in social work or related field from an accredited program, some experience working with the

	<p>disability population or equivalent and strong interpersonal skills.</p> <p>Qualifications include:</p> <ul style="list-style-type: none"> <li>• Some college or higher</li> <li>• Experience and confidence in multimedia art</li> <li>• Clean driving record</li> <li>• Experience working with the disability population</li> <li>• Effective verbal and written communication skills</li> <li>• Excellent computer skills</li> <li>• Ability to preserve confidential information</li> <li>• Demonstrated ability to foster a workable, effective and productive relationship with other clients, staff, administration, volunteers and organizations</li> <li>• Ability to work effectively as a team member and assist other staff members willingly.</li> <li>• Demonstrate excellent customer service skills</li> </ul>
<b>City, State, Zip</b>	Houston, TX
<b>Email Address</b>	<a href="mailto:jweiner@alexanderjfs.org">jweiner@alexanderjfs.org</a>
<b>Application Method</b>	To apply, please email Jamie Weiner, Manager of Celebration Company and the Alexander Institute for Inclusion, at <a href="mailto:jweiner@alexanderjfs.org">jweiner@alexanderjfs.org</a> .
<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.