

COMMUNITIES IN SCHOOLS OF THE HEART OF TEXAS

POSITION ANNOUNCEMENT

TITLE: Site Coordinator

REPORTS TO: Program Director

SUMMARY

Responsible for overseeing the daily operations, supervision, and management of Communities In Schools of the Heart of Texas programs at a specified public school campus. Responsibilities may include supervision of staff, interns, and volunteers; working with school staff to coordinate services for students; coordinating with local service agencies to provide students with resources; and ensuring TEA requirements are fulfilled.

DUTIES AND RESPONSIBILITIES

Recruits and assesses students for caseload to determine eligibility. Provides or coordinates appropriate services and activities such as tutoring, mentoring, group services, and academic support services. Tracks progress and outcomes for each client and the program. Ensures complete and accurate data entry and documentation throughout the year. Attends meetings, trainings, and other required functions of both CIS-HOT and funder. Assists in establishing and maintaining positive working relationships throughout the community.

EDUCATION

Bachelor's Degree in Social Work or equivalent required. Master's in Social Work or Counseling preferred. Spanish speaking a plus.

EXPERIENCE

- At least one (1) year of experience in case management services (can also include internship).
- Familiarity with processing software programs, such as Microsoft Office and case management software, such as CISNAV.
- Excellent organizational skills with the ability to plan and implement social service programs.
- Excellent writing and oral presentation skills required.
- Strong case management skills.
- Effective intervention, advocacy, and negotiation skills.
- Must complete and clear Criminal Background Check.

COMPENSATION

\$33,000- \$35,500 depending on experience/education/campus assignment. Full benefits upon successful completion of probationary period.

Respond by submitting a cover letter and résumé to:

By mail – CIS-HOT/Attn: HR Director, 1001 Washington Ave, Waco, TX 76701

By fax – (254) 753-4415

By e-mail – hr@cis-hot.org

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