

Date Posted: 10/8/09

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Program Specialist

**Employer/ Agency:** Asian American Family Services

**Job Description:**

**General Responsibilities:**

- The Program Specialist will conduct educational workshops to support groups of youths and seniors (in ethnic specific language)
- Translation and interpreting in ethnic-specific language
- Provide direct clinical services, if applicable and when licensure is obtained

Essential job duties and responsibilities include the following: Other duties may be assigned.

- Participate in the clinical intake and screening process
- Provide case management services
- Ensure contract compliance for funded programs
- Research, contribute ideas and assist in the grant and program development process
- Liaise with other social services agencies to the Asian/Asian-American Houston-area community
- Make professional presentations on behalf of the agency

**Qualifications:**

***Required Qualifications:***

- Master's degree or a bachelor's with at least five (5) years experience in a related field (in psychology, counseling, social work or other human service related fields)
- Demonstrated competency in Asian culture and ability to work with people of varying backgrounds
- Proficiency in at least one (1) Asian language (Burmese, Vietnamese or Chinese is a plus)
- Experience in public speaking and psycho-educational teaching
- Willingness to work flexible hours (including some evening & weekend hours)

**Salary/Hours:** Commensurate with experience

**Employer/ Agency:** Asian American Family Services

**Address:** 6220 Westpark, Suite 228

**City, State, Zip:** Houston, TX 77057

**Contact Person:** Kim Szeto

**Contact Title:** Executive Director

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**Application Method:** Email

**Opening Date:** 10/8/09

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you***