

**Gulf Coast Trades Center**  
**Job Announcement**

**Position: Caseworker (Grant Funded position)**

**Position Available: (2) Two**

**Opening Date: September 5, 2017**

**Closing Date: Open Until Filled**

**Salary: \$1126.67 Semi-monthly**

**Status: Exempt**

**General Description:**

This position will provide professional casework and counseling services to the students in a group oriented Residential Program and also act as liaison between referring agencies, parents, and students assigned to his/her caseload.

**Reports To:**

Director of Social Services

**Qualifications:**

- A Bachelor's degree in a Social Service field with a minimum of one year experience in a youth program.
- Must exhibit excellent written and verbal communication skills.
- Ability to work in a team setting.
- Travel as required.
- Must have own transportation.
- Possess a valid Texas driver's license.
- Must satisfactorily pass a criminal history check.
- Must pass a drug screen.
- Experience in chemical dependency assessment and counseling is preferred.

**Specific Duties:**

- Provide professional casework and counseling services to the students in a group oriented Residential Program.
- Develop and implement program plans for each individual student and the coordination of this plan with all other program components.
- Direct and develop the monthly team staffing for each student and ensure accuracy in documentation.
- Document each individual counseling and group counseling sessions.
- Provide supervision and documentation during student visitation (may involve weekend hours)
- Maintain the students' files according to Child Care Licensing standard.
- Act as liaison between:
  - referral agencies
  - parents
  - students
  - court appointees
- Assist closely with the substance abuse program and receive additional education in this specific area.
- Assist and refer students for counseling in substance abuse related issues.
- Be responsible for:
  - Incentive furloughs
  - level adjustments
  - All correspondence relating to the student.
- Promote and maintain professional relationships with fellow co-workers and various departments.
- Display professional behavior and deportment with all outside entities and families.
- Maintain professional dress at all times.
- Adhere to accepted practices of confidentiality regarding agency and student matters.
- Assume all duties as assigned by the Manager of Social Services.

**Contact:**

**Michelle Harris**

**Human Resources**

143 Forest Service Rd., #233

**New Waverly, Texas 77358**

**Phone: (936) 344-7847**

**Fax: (936) 344-2386**

**Email: [Jobs@gctcw.org](mailto:Jobs@gctcw.org)**