Casa San Jose – Program/Activities Aide
Job Description-Part time

Reports to: Administrator, Casa San Jose

Casa San Jose Program summary
Casa San Jose Program provides hospitality to newly-arrived immigrant and refugee families living in and around the Brookdale Village Apartments in the Southeast side of Houston, Texas. Through Casa San Jose, the Sisters of Charity of the Incarnate Word, Houston offer a place for children in the apartment complex to gather to play, make friends, enjoy a snack and learn healthy ways of living in a new culture between the hours of 3 PM – 5 PM on Mondays, Wednesdays and Fridays. This program also offers adults and children other services to help them better adapt to life in a new culture in the United States. Casa San Jose offers immigration and legal services through Catholic Charities once a month. Since the program is in its initial stages, the specific goals may evolve as the needs of the families change and as new unmet needs surface.

Job Responsibilities:
• Create a welcoming, friendly environment for immigrant children and families.
• Plan and facilitate children’s activities for boys and girls.
• Establish and maintain a daily routine for program participants.
• Maintain order in the apartment and actively supervise children.
• Maintain records and draft daily reports. Perform other clerical and professional tasks as needed.
• Work with Administrator to develop new programming and goals as needs emerge.
• Assist in recruiting, training and supervising volunteers and other personnel to maintain a wholesome, orderly and safe environment.
• Perform other duties as assigned.

Skills, Experience, Qualifications:
• Associates or Bachelor’s Degree and six months to one year related-experience in education or working with children.
• Desire to work with immigrant and refugee families.
• Safe Environment Training (CMG connect) and satisfactory completion of American Red Cross First Aid and CPR for children and adults.
• Bilingual Spanish/English required.

If interested please apply at https://recruiting.adp.com/srcar/public/RTI.home?c=1105141&d=External&r=5000559117606#/ If you have questions please call, Toni Stanford at 713-928-6053. Only online applications accepted.