

Job Title	Bilingual Child Advocate
Employer/ Agency	Catholic Charities of the Archdiocese of Galveston Houston
Job Description	<p>Catholic Charities of the Archdiocese of Galveston Houston is seeking a Bilingual (English/Spanish) Child Advocate to conduct Best Interest Determinations (BIDs) for unaccompanied children (UC) per year referred by immigration attorneys at Catholic Charities of the Archdiocese of Galveston-Houston/Cabrini Center and Catholic Charities in New Orleans, LA.</p> <p>The job responsibilities of the Child Advocate include:</p> <ul style="list-style-type: none"> • Conducts Best Interest Determinations (BIDs) for unaccompanied children (UC) in the greater Houston area and in the New Orleans, LA metropolitan area referred by immigration attorneys at Catholic Charities of Houston and Catholic Charities of New Orleans, LA. Requires monthly travel to New Orleans, LA to conduct BIDs and convene BID panels up to 12 times a year for approximately 2-5 days per trip. • Writes BID reports, including a final recommendation for the child's permanency, which may include recommendations for legal and international protection for UC for whom it is determined not to be in their best interest to return to their country of origin. BID reports will be submitted to the Child Advocate Coordinator for review and feedback. • Utilizes a variety of assessment tools, to include interviews with the child and the family as well as corollary service providers, to include the child's immigration attorney and post-release service case manager, if available. • Requests an international home study or a U.S. based home study through one of ORR/DCS's network of Home Study providers as applicable/needed. • Identifies immediate and long-term psychosocial needs for UC referred for a BID and makes recommendations for appropriate referrals. • Ensures that children who are repatriated are connected with social services aimed at their safe reunifications and reintegration in their countries of origin. • In consultation with the Child Advocate Coordinator, develops and cultivates crucial relationships with local stakeholders, to include Immigration Judges, immigration attorneys, federal stakeholders, and potential members for BID panels. • Provides training to local stakeholders on BID guidelines and the process of determining the best interest of the child • Convenes BID panels to determine immediate and long-term protection needs and to identify durable solutions for referred cases. Selects panelists based on unique needs of case. • Liaises with immigration attorneys on specific cases, as needed. • Responsible for inputting demographic data, reasons for referral, and outcomes of BIDs in tracking mechanism provided by the Child Advocate Coordinator.

	<ul style="list-style-type: none"> • Provides data to Child Advocate Coordinator for inclusion in the quarterly and annual reports and for ad hoc reporting as needed and requested. • Maintains case file documentation, including updated case notes, and confidential case file management system. • Assists the Child Advocate Coordinator in the development of assessment tools and BID guidelines. • Identifies trends and gaps in care and informs Child Advocate Coordinator accordingly • Conducts research and remains knowledgeable of current evidence-based practices for best interest determinations and child advocate services and complex mental health/trauma, medical, safety, and juvenile justice issues that impact UC. • Responsible for other duties pertaining to the Safe Passages program as assigned. <p><u>General Responsibilities, Children’s Services</u></p> <ul style="list-style-type: none"> • Remains knowledgeable of all federal government and USCCB/MRS guidelines, policies and procedures related to the Child Advocate program. • Participates in monthly Special Programs team meetings (via phone and/or Skype) and regular MRS all staff meetings. Participates in family reunification and/or foster care team meetings as necessary. • Engages in USCCB/MRS quality assurance and evaluation activities. • Responsible for other duties as assigned
<p>Qualifications</p>	<ul style="list-style-type: none"> • Graduate degree plus three years of experience • Major Field/Specialty: Social Work, Child Welfare, Case Management, Mental Health, or related field • Proficiency in English and Spanish – verbal and written (required) • Experience in domestic child welfare and/or conducting Best Interest Assessments and Best Interest Determinations in an international refugee context • Significant domestic and/or overseas child protection experience, including child and family interviewing and assessment skills, case management, processes for determining the best interest of children, child development, and child placement • Professional case management skills, including case note documentation • Experience in community outreach in a social services/humanitarian context • Excellent network skills • Excellent public presentation and training delivery skills • Excellent oral and written communication skills

Salary/Hours	TBD
Employer/Agency	Catholic Charities of the Archdiocese of Galveston Houston
Address	2900 Louisiana
City, State, Zip	Houston, TX 77006
Contact Person	Brenda Bocanegra
Contact Title	Director, Human Resources
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Fax Number	713-526-1546
Email Address	bbocanegra@catholiccharities.org
Application Method	Submit online at our website: www.catholiccharities.org

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