

<b>Job Title</b>	Unaccompanied Children Case Manager
<b>Employer/ Agency</b>	Refugee Services of Texas
<b>Job Description</b>	<ul style="list-style-type: none"> <li>▪ Conduct home visits and phone contacts with the dual purpose of assessing safety and appropriateness of child’s placement with their caregiver (sponsor), and connecting child to services in the community to address risk factors</li> <li>▪ Provide ongoing case management with a focus on screening and making appropriate referrals to address child’s needs in the following domains: Placement issues, safety issues, education, health, mental health, legal/immigration proceedings, substance abuse, independent living, criminal/juvenile justice, child enrichment activities</li> <li>▪ Perform crisis intervention services directly, as needed, or connect family to services to ensure minor’s safety and well-being in a crisis situation</li> <li>▪ Submit detailed and thorough documentation in compliance with policies and procedures. Utilize social work best practices for thorough assessments of child’s progress and services provided</li> <li>▪ Maintain regular and timely communication around any issues concerning the child’s safety, stability, or well-being in the placement</li> <li>▪ Develop knowledge of community resources and ability to connect families to community services</li> <li>▪ Inform RST about trends, challenges, and successes in working with the population</li> <li>▪ Participate in trainings on cultural competence, service provision, and RST policies and procedures</li> <li>▪ Assist with other duties as required</li> </ul>
<b>Qualifications</b>	<p>Education:</p> <ul style="list-style-type: none"> <li>▪ Graduate of an accredited 4 year college or university required; LMSW preferred</li> <li>▪ A comparable amount of training and experience may be substituted for degree</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>▪ Minimum of 1 year experience with child welfare or social service programs</li> <li>▪ Experience working with diverse populations and immigrant social services programs preferred</li> <li>▪ Experience and education may be substituted for one another</li> </ul> <p>Knowledge/Skills:</p> <ul style="list-style-type: none"> <li>▪ High English language proficiency and excellent communication skills both verbal and written required</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Computer proficient including Microsoft Office applications (Word, Excel and Outlook) required</li> <li>▪ High level of fluency in Spanish required</li> </ul> <p>Licenses/Certifications:</p> <ul style="list-style-type: none"> <li>▪ LMSW preferred</li> <li>▪ Must have reliable transportation and maintain valid Texas driver's license and insurance coverage for vehicle</li> </ul>
<b>Salary/Hours</b>	TBD
<b>Employer/Agency</b>	Refugee Services of Texas
<b>Address</b>	6065 Hillcroft St., Ste. 513
<b>City, State, Zip</b>	Houston, TX 77081
<b>Contact Person</b>	Jacqueline Merciliott, LMSW
<b>Contact Title</b>	Resettlement Supervisor
<b>Telephone Number</b>	713-644-6224
<b>Fax Number</b>	n/a
<b>Email Address</b>	<a href="mailto:jmerciliott@rstx.org">jmerciliott@rstx.org</a>
<b>Application Method</b>	Online via website, <a href="http://www.rstx.org/careers">www.rstx.org/careers</a>
<b>Opening Date</b>	12/14/2015 (close date is 1/15/2015)

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