

<b>Job Title</b>	Harvey Systems Coordinator Consultant
<b>Employer/ Agency</b>	Houston Immigration Legal Services Collaborative (HILSC)
<b>Job Description</b>	<p>HILSC seeks an independent consultant to lead a project to improve access to social services for undocumented immigrants. This systems-level project is being funded by HILSC's Harvey Assistance for Immigrants Fund, which takes the long-view of disaster recovery. The project will use Hurricane Harvey as data, but focus on planning for the next disaster, while addressing a chronic shortcoming of existing social services referral systems and organizations: barriers (intentional and/or unintentional) to individuals who are not US citizens or legal permanent residents.</p> <p>The consultant will lead a year-long technical assistance program with three outcomes:</p> <ol style="list-style-type: none"> <li>1. Managing a contract with January Advisors, a Houston-based data consulting firm that is designing a new program called NeedsHOU for HILSC. NeedsHOU envisions a more transparent way for social services providers to crowdsource current information about social services providers and the experiences that undocumented clients have when trying to access various systems.</li> <li>2. To work with local experts to educate and advocate service providers whose intake procedures create barriers for immigrants.</li> <li>3. To create a "humanitarian action plan" for HILSC to help immigrant-serving organizations, and particularly immigration legal services providers, be better prepared for future natural disasters.</li> </ol> <p>The consultant will work closely with the HILSC Executive Director, the Tahirih Justice Center's Social Services Manager, and HILSC's Access to Services Committee, which is comprised of social workers who deal exclusively with immigrants with complex legal needs.</p>
<b>Qualifications</b>	<p>The <b>ideal candidate</b> will be an energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image who has:</p> <ul style="list-style-type: none"> <li>• Experience advocating for immigrants through direct services or case management</li> <li>• Experience with referral systems</li> <li>• Familiarity with the barriers facing immigrants due to lack of legal</li> </ul>

	<p>status</p> <ul style="list-style-type: none"> <li>• Experience working for an immigrant-serving organizations (ideally in Houston)</li> <li>• Social work training/credentials or similar background (such as case management)</li> <li>• Bilingual (Spanish/English), preferred but not required</li> <li>• Bachelor's degree or higher</li> </ul>
<b>Salary/Hours</b>	<p><b>Details:</b></p> <ul style="list-style-type: none"> <li>• Time-frame: March 2018 through February 2019</li> <li>• Time: Full-time (40 hours/week)</li> <li>• Pay: commensurate with experience</li> </ul>
<b>Employer/Agency</b>	Houston Immigration Legal Services Collaborative
<b>City, State, Zip</b>	Houston, TX
<b>Contact Person</b>	Kate Vickery
<b>Contact Title</b>	Executive Director
<b>Email Address</b>	kate@houstonimmigration.org
<b>Application Method</b>	<p><b>To apply:</b> Please submit the following materials to HILSC Executive Director, Kate Vickery, via email (<a href="mailto:kate@houstonimmigration.org">kate@houstonimmigration.org</a>) as a single PDF file. <b>Proposals accepted through March 5, 2018.</b></p> <ul style="list-style-type: none"> <li>• a cover letter detailing your interest in this contract and addressing each of the ideal qualifications</li> <li>• a current resume</li> <li>• a list of your three most relevant consulting contracts, the dates completed, their outcomes, and the client</li> <li>• three references, with phone and email contacts</li> </ul>
<b>Opening Date</b>	2/15/18-3/5/18

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