

Job Title	Bilingual Case Manager (Houston, Texas)
Employer/ Agency	RAICES (Refugee and Immigrant Center for Education and Legal Services)
Job Description	<p>Responsibilities: The case manager's primary responsibilities are to:</p> <ul style="list-style-type: none"> • Connect with families released to the Houston area that have passed through Casa RAICES in San Antonio, the Karnes/Dilley family detention centers, or have been released directly from the U.S. Mexico border. • Screen clients for trauma, abuse and trafficking; • Conduct thorough intakes, and develop pro se assistance projects such as Know Your Rights presentations and lodging clinics • Recruit and train Houston area volunteers with RAICES' Refugee Advocate Program • Coordinate local volunteers to assist released families with social services, including transportation to legal appointments, obtaining medical care, securing stable housing, and enrolling children in school • Build relationships and connections with local service providers • Develop and enhance pro bono networks and assist families in obtaining representation • Assume administrative responsibilities including timekeeping, case management and other tasks as needed for program compliance.
Qualifications	<p>Eligible applicants will satisfy each of the following criteria:</p> <ul style="list-style-type: none"> • Possess a bachelor's degree or other relevant experience; • Fluency in Spanish (written and verbal) • Experience in social work; • Experience in refugee resettlement is a plus; • Experience working with children is a plus.
Salary/Hours	<p>Office hours are 8:30-5:30, Monday-Friday with some weekend work as needed. Staff working in excess of 40 hours may be eligible for overtime pay</p> <ul style="list-style-type: none"> • Travel required and applicant must have a driver's license, possess and use his or her own vehicle, and maintain automobile insurance

	<ul style="list-style-type: none"> • Optional healthcare • Paid leave; • References will be called and reviewed <p>This position may require a background check through the National Sex Offender Public Website, as well as state criminal background checks. Presence on the National Sex Offender Public Website is a bar to service. Other criminal history does not necessarily disqualify you from employment.</p>
Employer/Agency	RAICES
Address	
City, State, Zip	
Contact Person	
Contact Title	
Telephone Number	
Fax Number	
Email Address	
Application Method	Email cover letter, resume, and references to Apply@RaicesTexas.org , and specify "Houston Case Manager" in the subject line.
Opening Date	

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mawjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.