

Job Title	Bilingual (English/Spanish) Case Manager: Temporary/Full-Time (3 Openings)
Employer/ Agency	YMCA International Houston
Job Description	<p>Reports To: Program Director</p> <p>The YMCA of Greater Houston has outstanding benefits including medical, dental, and vision insurance, long term disability, life insurance, paid holidays, and 12% retirement paid by our Association upon meeting eligibility requirements.</p> <p><u>Description</u> YMCA International Services is a unique branch of the Y of Greater Houston and seeks to meet the needs of Houston's significant refugee and immigrant communities. We provide comprehensive programs that focus on building human assets and fostering self-sufficiency. YMCA International Services seeks a temporary full-time Home Study and Post Release Services Case Manager to work with USCRI's Immigrant Children's Case Management Program, to provide Home Study (HS) and Post Release Services (PRS) for Unaccompanied Alien Children (UAC). The position will be for the remainder of the 2016 Federal Fiscal Year (ending September 30, 2016).</p> <p><u>Duties /Responsibilities</u> Case Manager's primary responsibilities include:</p> <ul style="list-style-type: none"> • Providing culturally and linguistically appropriate post placement services and comprehensive case management for UAC; • Conducting calls, interviews, home visits and accompaniment to community resources (as needed to assist with access) with UAC; • Assessment of potential placements for UAC, including background interviews and home study investigations; • Maintaining a caseload of approximately 40 cases at all times (depending on the MOU agreement and funder's expectations); • Providing services to local (within 75 miles of the office) and travel clients; based on referrals assigned by the funder; • Completing and documenting all mandated child abuse and neglect reports; • Assisting with training and shadowing of new staff; • Completing quarterly statistics and statistic narratives as well as annual reporting; • Developing individual case plans with particular attention to culture, language, and special circumstances; • Maintaining case files; • Providing information, education, referrals, outreach, advocacy, and support to ensure that each child receives the services they require; • Assessing the safety and appropriateness of the placement on an ongoing basis using child welfare principles and social work best practices; • Building a network of local pro bono legal resources/services and care providers to establish services for UAC, facilitating access/removing

	<p>barriers to those services, and track individual progress via an online database;</p> <ul style="list-style-type: none"> • Submitting written reports as required and documenting all client contact (and pertinent collateral contacts) in the database; • Coordinating/maintaining communication with key stakeholders; and • Participating in regular training and communication sessions with on-site and case work supervisor and headquarters staff; • Other duties as assigned.
Qualifications	<p><u>Requirements</u></p> <ul style="list-style-type: none"> • Fluency in Spanish required (a language proficiency exam is required); proficiency in additional languages a plus; • Bachelor’s degree (BA or BSW); • Master’s degree (MA or MSW) preferred; • A minimum of two years’ experience in case management, preferably working with, serving, and advocating on behalf of immigrant and refugee children; • Experience in child welfare, child placements, and family preservation; • Prior experience with social service provision; • Must possess an extensive knowledge of immigrant community local resources; • Excellent organizational, verbal, written, and interpersonal communication skills; • Ability to prioritize duties in a fast-paced environment; • Must have a valid driver’s license, insurance, a clean driving record, and personal transportation. Position requires frequent local and long distance travel; • Must be able to travel with limited notice; • Candidate must have dedication to the human rights of refugees, immigrants, asylum seekers and displaced people.
Salary/Hours	<p>DOE \$43,000-\$47,000 annually– Exempt position Office Hours: Monday – Friday; 8:30 a.m. to 5:00 p.m. Occasional evening hours as required.</p>
Employer/Agency	<p>YMCA International Houston</p>
Address	<p>6671 Southwest Fwy, Suite 200</p>
City, State, Zip	<p>Houston, TX 77074</p>
Contact Person	<p>Andrew Trujillo</p>
Contact Title	<p>Program Director</p>
Telephone Number	<p>No Phone Calls or Emails Please</p>

Email Address	Andrew.trujillo@ymcahouston.org
Application Method	How to apply: You must complete an online application at www.ymcahouston.org/job-opportunities before July 6, 2016. No phone calls or emails please. You will be contacted to schedule an interview if you are considered a qualified candidate.
Opening Date	6/10/16-7/6/16

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