

<b>Job Title</b>	Bilingual Family Support Specialist
<b>Employer</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Job Description</b>	<p>The <u>Blessed Beginnings Program</u> of Catholic Charities of the Archdiocese of Galveston-Houston is seeking a <b>Bilingual Family Support Specialist</b>.  <u>The Bilingual Family Support Specialist</u> is responsible for facilitating educational classes for individuals and families who are clients of Catholic Charities' Blessed Beginnings Program. They educate on topics such as, but not limited to, parenting and prenatal care. Associated responsibilities include teaching classes in a culturally sensitive and respectful manner, developing and updating class curriculum, issuing and collecting pre and post-test, as well as other outcome measures, and outreach and recruitment. They will also meet with individuals and families to assess needs as needed, and assist in the identification of resources and facilitate assessing resources. All services are provided in a trauma informed service environment.</p> <p><b>PRINCIPAL DUTIES</b></p> <ul style="list-style-type: none"> <li>▪ Establishes a trusting and professional relationship with pregnant women and their families or women with newborns, infants, young children and/or toddlers seeking pregnancy and parenting classes or case management.</li> <li>▪ Provides individuals case management to women seeking support during pregnancy and after birth. Includes completing intakes, assessments, counseling, parent education, and referrals to the community on internal agency resources as outlined in a collaboratively developed individualized service plan. Serves as referral facilitator and advocate as necessary.</li> <li>▪ Provides pregnancy tests, mentoring information, resources, and referrals to clients requesting assistance.</li> <li>▪ Enrolls eligible clients into the Texas Pregnancy Care Network (TPCN) BriteWorks system.</li> <li>▪ Teaches life skills in English and Spanish to pregnant women and parents of young children. Classes are based on approved curriculum content and materials which may be ready to present or may require additional development, such as updates and/or tailoring for specialized client needs.</li> <li>▪ Serves as an ambassador for Catholic Charities while engaging in outreach and education within the community. Educates existing partners, potential collaborators and stakeholders about Blessed Beginnings Life Center, as well as all services available through the organization's various programs.</li> <li>▪ Attends approved and required professional development opportunities. Maintains all licenses, certificates, and/or trainings as required by funders, program, and/or agency.</li> <li>▪ Collaborates in the program's efforts to maintain and distribute goods through the Baby Boutique.</li> <li>▪ Maintains client records in compliance with agency policies and procedures, COA standards, and all applicable legal requirements, including HIPAA. Enters all applicable client information into the agency's database in a timely and accurate manner.</li> <li>▪ Prepares and submits all required administrative reports and documentation within given deadlines without compromising quality.</li> <li>▪ Participates in and is responsive to quality and compliance activities, including the agency's record review and qualitative review process, as well as, incident reporting practices.</li> <li>▪ Participates in staff retreats, United Way tours, agency fairs and speaking engagements, as well as assist with special organizational projects/events, etc.</li> <li>▪ May provide oversight and support to other parenting educators/case managers (e.g. interns or students) to ensure classes/case management services are completed correctly.</li> <li>▪ And, performs other duties as assigned.</li> </ul>

**Qualifications****MINIMUM EDUCATION REQUIREMENTS**

- Bachelor Degree in Social Work or other related Human Services field required.
- Degree may be substituted by four years of professional nonprofit experience in a similar position.

**MINIMUM SKILLS AND EXPERIENCE REQUIREMENTS**

- Two years of relevant work experience serving families with children 0-5 years of age and pregnant women preferred.
- Knowledge of prenatal care, child development, attachment and bonding, and family dynamics.
- Strong verbal and written communication skills. Bilingual in English and Spanish required.
- Thorough knowledge of the Catholic Social Teachings.
- Demonstrated knowledge of social work principles and ethics.
- Demonstrated success in dealing with a variety of people, clients and volunteers.
- Knowledge of issues and problems faced by low-income individuals.
- Knowledge of community resources available for low-income individuals.
- Knowledge of social services database systems.
- Ability to work under pressure and manage multiple deadlines concurrently.
- Ability to handle and maintain confidential information.
- Knowledge of MS Office Suite (Word, Power Point, Excel, Access).

**OTHER REQUIREMENTS**

- Must have reliable transportation, valid Texas driver's license and valid vehicle insurance.
- Position requires frequent driving in personal vehicle to include freeways and highways to satellite offices, community fairs, and offsite meetings and events, throughout the 10 counties Catholic Charities serves from Galveston to Richmond and surrounding towns as needed.
- Must be able to work on a flexible schedule as needed to meet work, program and project deadlines, including some nights and weekends.

**Salary/Hours**

To be determined based on experience / 40 hours per week

**Employer**

Catholic Charities of the Archdiocese of Galveston-Houston

**Address**

2900 Louisiana St

**City, State, Zip**

Houston, TX 77006

**Contact**

Lidija Zapata

**Contact Title**

Recruiter

**Telephone**

713-526-4611

**Fax Number**

713-874-6787

**Email**[hrrecruiting@catholiccharities.org](mailto:hrrecruiting@catholiccharities.org)**Application Method**

Apply directly through link :  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=3891&clientkey=C184945087565AE7BAA81D76126F1823>

**Opening Date**

6/7/2018

UNIVERSITY of **HOUSTON**  
 GRADUATE COLLEGE of SOCIAL WORK

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 [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**  
GRADUATE COLLEGE of SOCIAL WORK