

Job Title	Bilingual Children's Legal Advocate
Employer/ Agency	Tahirih Justice Center
Job Description	<p>Tahirih is seeking to hire a Children's Legal Advocate for its Houston office. This Advocate will be hired as a 3 year full-time employee. S/he will work closely with the Children's Staff Attorney to assist unaccompanied children seeking lifesaving protections under US law. S/he will assist with intakes, social service referrals, pro-bono case placement to protect children survivors of violence from multi-cultural backgrounds.</p> <p>Primary responsibilities will include:</p> <p>Outreach and Intake</p> <ul style="list-style-type: none"> • Assist with outreach activities to identify unaccompanied immigrant children residing in the greater Houston area who are in need of legal assistance • Manage service inbox, phones and emails to increase services provided to unaccompanied children • Conduct telephone and in person intakes with children and when applicable, their sponsors. <p>Immigration and Family Law Program Support to serve Unaccompanied Children</p> <ul style="list-style-type: none"> • Organize/maintain client files and databases • Provide general administrative support for Tahirih's attorneys by preparing correspondence, answering phones, scheduling client appointments etc. • Support case referral of cases to Tahirih's Pro Bono Attorney Network. • Assist with the preparation of immigration applications and family law legal matters • Work alongside Tahirih's Volunteer Manager and Attorneys to help children access forensic doctors, forensic mental health professionals, and Amicus and Ad litem attorneys <p>Provide Unaccompanied Children Holistic Support</p> <ul style="list-style-type: none"> • Provide referrals for children to access adequate housing, medical care, school, food, transportation and other needs • Work alongside Tahirih's Social Service team to ensure that unaccompanied children receive case management support <p>Fundraising and Communication</p> <ul style="list-style-type: none"> • Contribute to the development of grant proposals and reports • Occasionally attend meetings with potential funders • Provide client stories and articles for periodic Tahirih publications • Generally promote Tahirih and its work
Qualifications	<p>A college degree</p> <ul style="list-style-type: none"> • Spanish fluency is required • Detail-oriented, with superior problem-solving, decision-making, organizational, and time-management skills • Excellent English writing, research, and communication skills • Experience living abroad or working with immigrant communities • Informed interest in international children's rights • Self-motivated, enthusiastic, and flexible • Candidate will be asked to make a three year commitment to this position

Salary/Hours	Annual salary is competitive and dependent on experience. This position will be hired as a 3 year contract full-time employee. Generous benefits including: 15 days of paid accrued vacation during the first year (20 days of vacation after the first year), additional week of vacation between Christmas and New Year's, flex-spending account, sick and parental leave, fully-paid health and dental insurance coverage, 403(b) plan, in-house training programs, staff enrichment retreats and other professional development opportunities.
Employer/Agency	Tahirih Justice Center
Address	1717 Saint James Place, Suite 450
City, State, Zip	Houston, TX 77056
Telephone Number	713-496-0100
Fax Number	713-481-1793
Email Address	recruiting@tahirih.org
Application Method	Please email a cover letter, resume, and a list of three references to: <i>Human Resources Department Tahirih Justice Center 1717 St. James Place, Ste. 450 Houston, Texas 77056 recruiting@tahirih.org</i> Please note: Candidates applying must have work authorization in the United States.

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 with the hiring details of your new job opportunity. Thank you.