

<b>Job Title</b>	Post Release Services Bilingual Case Manager (1 Opening)
<b>Employer/ Agency</b>	YMCA International Houston
<b>Job Description</b>	<p><b>Title:</b> <i>Bilingual (English/Spanish) Case Manager: UAC Home Study and Post Release Services</i></p> <p>Reports To: Program Director  Pay: \$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> <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><b>Description</b>  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 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).</p> <p><b>Duties /Responsibilities</b>  Case Manager’s primary responsibilities include:</p> <ul style="list-style-type: none"> <li>• Assessment of potential placements for UAC, including background interviews and home study</li> <li>• Providing culturally and linguistically appropriate post placement services and comprehensive case management for UAC;</li> <li>• Conducting calls, interviews, and home visits with UAC;</li> <li>• Developing individual case plans with particular attention to culture, language, and special circumstances;</li> <li>• Maintaining case files;</li> <li>• Providing information, education, referrals, outreach, advocacy, and support to ensure that each child receives the services they require;</li> <li>• Assessing the safety and appropriateness of the placement on an ongoing basis using child welfare principles and social work best practices;</li> <li>• Building a network of local pro bono legal resources/services and care providers to establish services for UAC, facilitating access/removing barriers to those services, and track individual progress via an online database;</li> <li>• Submitting written reports as required;</li> <li>• Coordinating/maintaining communication with key stakeholders; and</li> <li>• Participating in regular training and communication sessions with on-site and case work supervisor and headquarters staff</li> </ul>
<b>Qualifications</b>	<p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Fluency in Spanish required (a language proficiency exam is required); proficiency in additional languages a plus;</li> <li>• Bachelor’s degree (BA or BSW);</li> </ul>

	<ul style="list-style-type: none"> <li>• Master’s degree (MA or MSW) preferred;</li> <li>• A minimum of two years’ experience in case management, preferably working with, serving, and advocating on behalf of immigrant and refugee children;</li> <li>• Experience in child welfare, child placements, and family preservation;</li> <li>• Prior experience with social service provision;</li> <li>• Must possess an extensive knowledge of immigrant community local resources;</li> <li>• Excellent organizational, verbal, written, and interpersonal communication skills;</li> <li>• Ability to prioritize duties in a fast-paced environment;</li> <li>• Must have a valid driver’s license, insurance, a clean driving record, and personal transportation. Position requires frequent local and long distance travel;</li> <li>• Must be able to travel with limited notice;</li> <li>• Candidate must have dedication to the human rights of refugees, immigrants, asylum seekers and displaced people.</li> </ul>
<b>Salary/Hours</b>	\$43-47K DOE
<b>Employer/Agency</b>	YMCA International Houston
<b>Address</b>	6671 Southwest Fwy, Suite 200
<b>City, State, Zip</b>	Houston, TX 77074
<b>Contact Person</b>	Andrew Trujillo
<b>Contact Title</b>	Program Director
<b>Telephone Number</b>	No Phone Calls or Emails Please
<b>Email Address</b>	<a href="mailto:Andrew.trujillo@ymcahouston.org">Andrew.trujillo@ymcahouston.org</a>
<b>Application Method</b>	Submit <b>online application</b> by <b>March 25, 2016</b>  You must complete an online application at <a href="http://www.ymcahouston.org/careers">www.ymcahouston.org/careers</a> <b>No phone calls or emails please.</b> You will be contacted to submit an application and schedule an interview if you are considered a qualified candidate.
<b>Opening Date</b>	3/11/16-3/25/16

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