

<b>Job Title</b>	Post Release Services Case Manager (Case Aide)
<b>Employer/ Agency</b>	YMCA International Houston
<b>Job Description</b>	<p><b>Title:</b> <i>The Home Study (HS) and Post Release Services (PRS) Casework Manager (Case Aide)</i></p> <p>Reports To: Program Director  Pay: \$29,000 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><u>Description</u></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. The Home Study (HS) and Post Release Services (PRS) Casework Manager will work with USCRI’s Immigrant Service Division and will provide administrative and case management support to staff based remotely and locally.</p> <p><b><u>Duties /Responsibilities</u></b>  Casework Manager’s primary responsibilities include:</p> <ul style="list-style-type: none"> <li>• Conducts routine calls to clients to assist with coordination of services;</li> <li>• Identifies appropriate community resources ensuring they are culturally and linguistically appropriate;</li> <li>• Help assistance applications and referral forms;</li> <li>• Accompanies clients (or provides telephonic support) to facilitate school enrollment, as needed;</li> <li>• Replies to e-mails and phone inquiries regarding current programs and provides detailed explanation to clients and staff;</li> <li>• Provides ongoing administrative support, such as filing, making copies, maintenance of physical files ensuring accurate case records and documentation;</li> <li>• Assists with the preparation of documents and reports as required;</li> <li>• Perform other duties as assigned.</li> </ul>
<b>Qualifications</b>	<p><b><u>Requirements</u></b></p> <ul style="list-style-type: none"> <li>• Associate Degree;</li> <li>• Bachelor’s Degree in Social Work, International Studies, or Humanitarian related field preferred;</li> <li>• A minimum of 1 year of experience working with, serving, and advocating on behalf of immigrant and refugee children;</li> <li>• Excellent organizational, verbal, written, and interpersonal communication skills;</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to prioritize duties in a fast-paced environment;</li> <li>• Ability to work independently</li> <li>• Ability to think analytically and apply sound judgment;</li> <li>• Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly;</li> <li>• Knowledge with Microsoft Office Suite;</li> <li>• Advanced knowledge of Spanish, fluency in Spanish preferred (a language proficiency exam is required); proficiency in additional languages a plus</li> <li>• Dedication to the human rights of refugees, immigrants, asylum seekers and displaced people.</li> <li>• Think creatively to identify resources in unfamiliar communities.</li> </ul>
<b>Salary/Hours</b>	\$29K
<b>Employer/Agency</b>	YMCA International Houston
<b>Address</b>	6300 Westpark Drive Suite 600
<b>City, State, Zip</b>	Houston, TX 77057
<b>Contact Person</b>	Andrew Trujillo
<b>Contact Title</b>	Program Director
<b>Telephone Number</b>	No Phone Calls Please
<b>Fax Number</b>	fax (713) 339-1159.
<b>Email Address</b>	<a href="mailto:Andrew.trujillo@ymcahouston.org">Andrew.trujillo@ymcahouston.org</a>
<b>Application Method</b>	<p><b>How to apply:</b> Submit <b>cover letter and resume</b> by <b>October 30, 2015</b> to Andrew Trujillo, Program Director, via email <a href="mailto:andrew.trujillo@ymcahouston.org">andrew.trujillo@ymcahouston.org</a> , fax (713) 339-1159.</p> <p>You must complete an online application at <a href="http://www.ymcahouston.org/careers">www.ymcahouston.org/careers</a> <b>No phone calls please.</b> You will be contacted to submit an application and schedule an interview if you are considered a qualified candidate.</p>
<b>Opening Date</b>	10/15/15-10/30/15

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