

<b>Job Title</b>	Bilingual Program Support Assistant
<b>Employer/ Agency</b>	Catholic Charities
<b>Job Description</b>	<p>The responsibility of the Program Support Assistant provides strong general administrative services as a member of the program's administrative team and supports the daily operations of the Foster Care, Adoption, Post Adoption and Pregnancy programs.</p> <p><b>PRINCIPAL DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Create, maintain, and ensure compliance of records for Foster Care, Special Needs Adoption, Post Adoption and Pregnancy programs.</li> <li>• Enter and update data into the Client Beneficiary Information System/ETO database.</li> <li>• Assist with adoptive and foster parent application process.</li> <li>• Submit reports and documents in a timely manner, including those related to maintaining program compliance and compilation of monthly PIRs.</li> <li>• Process mail, fax and photocopy for the program; develop and manage forms and education materials; assist with recruitment mail outs, newsletters, adoptive and foster parent meetings and trainings.</li> <li>• Organize and manage routine work activities to support projects. This includes, but is not limited to, scheduling interviews and appointments, assisting with contract preparation.</li> <li>• Maintain team calendar, process foster parent and staff expense reports, vacation requests and other invoices.</li> <li>• Screen intake requests for foster care and special needs adoption and provide information and referrals, assist social workers with direct service needs of clients such as transportation, Medicaid, and notarizations.</li> <li>• Perform other duties such as participating in staff retreats, United Way tours, agency fairs and speaking engagements, assist with special</li> </ul>

	organizational projects/events, etc.
<b>Qualifications</b>	<p><b>MINIMUM EDUCATION, SKILLS AND EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Associate degree; Bachelor degree strongly preferred.</li> <li>• Three years of experience in office services.</li> <li>• Knowledge of personal computer, word processing software, with typing speed of 50 words per minute and ability to type accurately and to proof effectively.</li> <li>• Demonstrated, strong organizational and planning skills.</li> <li>• Demonstrated success in dealing with a variety of people, staff, clients, and volunteers.</li> <li>• Strong verbal and written communication skills, command of English language.</li> <li>• Bilingual (Eng./Span.) strongly preferred, but not required.</li> <li>• Ability to handle confidential information.</li> </ul>
<b>Salary/Hours</b>	TBD
<b>Employer/Agency</b>	Catholic Charities
<b>Address</b>	2900 Louisiana St.
<b>City, State, Zip</b>	Houston, TX 77006
<b>Contact Person</b>	Brenda Bocanegra
<b>Contact Title</b>	HR Manger
<b>Email Address</b>	<a href="mailto:bbocanegra@catholiccharities.org">bbocanegra@catholiccharities.org</a>
<b>Application Method</b>	e-mail
<b>Opening Date</b>	August 28, 2014

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