

Job Title	Bilingual Case Manager
Employer/ Agency	RAICES – Refuge and Immigrant Center for Education and Legal Services
Job Description	<p>RAICES is a 501(c)(3) nonprofit legal services agency that promotes justice by providing immigration legal services and education to underserved immigrant children, families and refugees. We currently seek a fulltime bilingual case manager to support asylum seeking families that reside in the Houston area.</p> <p>The position will be located in Houston, Texas.</p> <p>The case manager's primary responsibilities are to:</p> <ul style="list-style-type: none"> ▪ Connect with families released to the Houston area that have passed through Casa RAICES in San Antonio, the Karnes/Dilley family detention centers, or have been released directly from the U.S. Mexico border ▪ Screen clients for trauma, abuse and trafficking ▪ Conduct thorough intakes, and develop pro se assistance projects such as Know Your Rights presentations and lodging clinics ▪ Recruit and train Houston area volunteers with RAICES' Refugee Advocate Program ▪ Coordinate local volunteers to assist released families with social services, including transportation to legal appointments, obtaining medical care, securing stable housing, and enrolling children in school ▪ Build relationships and connections with local service providers ▪ Develop and enhance pro bono networks and assist families in obtaining representation ▪ Assume administrative responsibilities including timekeeping, case management and other tasks as needed for program compliance
Qualifications	<p>Eligible applicants will satisfy each of the following criteria:</p> <ul style="list-style-type: none"> ▪ Possess a bachelor's degree or other relevant experience; ▪ Fluency in Spanish (written and verbal); ▪ Experience in social work; ▪ Experience in refugee resettlement is a plus; ▪ Experience working with children is a plus.
Salary/Hours	Office hours are 8:30 - 5:30, Monday – Friday with some weekend work as needed. Staff working in excess of 40 hours may be eligible for overtime pay
Employer/Agency	RAICES – Refuge and Immigrant Center for Education and Legal Services

Address	
City, State, Zip	Houston, TX
Contact Person	Manoj Govindaiah
Contact Title	Director of Family Detention Services
Telephone Number	
Fax Number	
Email Address	Apply@RaicesTexas.org
Application Method	Email cover letter, resume, and references to Apply@RaicesTexas.org , and specify "Houston Case Manager" in the subject line.
Opening Date	

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