

Job Title	Social Services Coordinator
Employer/ Agency	Galveston-Houston Immigrant Representation Project
Job Description	<p>GHIRP is an immigration legal services organization with 501(c)(3) status that launched in October 2020, with a mission to build a resilient, diverse community by providing comprehensive representation and holistic legal services to immigrants in need. GHIRP is seeking a full-time, Spanish-speaking social services coordinator to provide interdisciplinary, trauma-informed support to our children and youth clients. This is not a clinical position and will not be supervised by an LCSW.</p> <p><u>Duties/Responsibilities</u></p> <ul style="list-style-type: none"> • Develop and conduct comprehensive needs assessments and service plans, while maintaining a full caseload of both detained and non-detained children and youth. Caseload will consist of a mixture of high needs intensive clients and clients with less intensive needs. • Provide information, education, referrals, outreach, advocacy, and support to ensure that individuals receive the services they require (i.e., medical, mental health, education, etc.). • Work collaboratively with ICY legal team and provide interdisciplinary assistance related to the legal case, such as helping with intakes, preparing supporting documentation for applications for relief, and accompanying clients to external appointments and hearings. • Maintain regular communication with ICY clients through calls and in-person meetings. This will include travel to the HHS/ORR shelter in Houston where we provide legal services. • Prioritize client emergencies; provide culturally competent crisis intervention when needed. • Develop and maintain relationships with community partners. • Participate in education and outreach activities, including local coalitions, taskforces and working groups. • Support special events and donations drives, as needed. • Supervise social services volunteers or interns, as needed. • Maintain clients' confidential records, input case notes, and perform other administrative tasks such as timekeeping, data entry, and grant compliance. • Perform all other duties as needed and/or as directed by supervisor.
Qualifications	<p><u>Requirements</u></p> <ul style="list-style-type: none"> • BSW or equivalent; MSW preferred. • Two to five years of relevant experience. • Fluent in Spanish (written and spoken); additional language a plus. • Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients. • Team player, highly self-motivated, responsive and a good trouble-shooter. • Texas Driver License; clean driving record; own vehicle with applicable

	auto insurance. <ul style="list-style-type: none"> • Able to pass national and statewide background checks and submit to drug testing upon hire.
Salary/Hours	Salary starts at \$53,000 commensurate with experience (with full benefits) Monday through Friday, 8:30am – 5:00pm (full-time position with a hybrid in-office/remote schedule)
Address	6001 Savoy Drive, Suite 400
City, State, Zip	Houston, TX 77036
Contact Person	Alexa Sendukas, Managing Attorney, Immigrant Children and Youth Program
Telephone Number	713-588-1648
Fax Number	713-588-4925
Email Address	AlexaS@ghirp.org
Application Method	Please email your resume and cover letter to AlexaS@ghirp.org.
Opening Date	1/5/2023

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 mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.