

Job Title	Advocacy Coordinator - Bilingual
Employer/ Agency	Child Advocates
Job Description	The Advocacy Coordinator - Bilingual is responsible for the execution and oversight of the organization's advocacy initiative serving children in custody of the Department of Family Protective Services in Harris County, Texas. This involves case management, including direct contact with children, caregivers and family members; appearance at court hearings and case-related meetings; active involvement in medical and educational advocacy; preparation of court reports and recommendations; and, documentation and other administrative tasks. The Advocacy Coordinator also supervises a team of volunteers serving as court appointed guardian ad litem on some or all assigned cases and represent a key tenet of the organization's mission.
Qualifications	<ul style="list-style-type: none"> • Minimum 2 years' experience working with children and families in a case management capacity. • Experience training, mentoring and supervising staff; strong preference for experience coordinating volunteers serving in long-term capacity. • Proficiency in MS Office Windows environment, including Outlook, Teams, Sharepoint, Word, and Excel. • Bachelor's degree in social work or related field. • Fluent in Spanish.
Salary/Hours	Based on qualifications/40hrs
Employer/Agency	Child Advocates
Address	3701 Kirby Dr. Suite #400
City, State, Zip	Houston, TX 77002
Contact Person	Sonya Galvan
Contact Title	Executive Director
Telephone Number	713-529-1396 Ext. 222
Email Address	Sonya.galvan@childadvocates.org

Application Method	Please apply directly through Child Advocates https://www.childadvocates.org/career-opportunities
Opening Date	10/4/2021

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