

<b>Job Title</b>	UAC Home Study and Post Release Services Bilingual (English/Spanish) Family Support Coordinator, Houston
<b>Employer/ Agency</b>	YMCA of Greater Houston – International Services
<b>Job Description</b>	<p>Immigrant Case Coordinator primary responsibilities include:</p> <ul style="list-style-type: none"> <li>· Provide culturally and linguistically appropriate post placement services and comprehensive case management for UC;</li> <li>· Complete individualized needs assessments with UC and sponsor, and develop case plans with particular attention to culture, language, and special circumstances;</li> <li>· Carry a minimum caseload of 25, but not to exceed 40 cases;</li> <li>· Maintain a high standard of record-keeping according to USCRI and ORR policies and procedures.</li> <li>· Provide information, education, referrals, outreach, advocacy, and support to ensure that each child receives the services they require;</li> <li>· Assess the safety and appropriateness of the placement on an ongoing basis using child welfare principles and social work best practices through phone/video calls, interviews, and home visits;</li> <li>· Build a network of local pro bono legal resources and service providers to facilitate access for UC and sponsors, and track individual progress;</li> <li>· Coordinate and maintain communication with key stakeholders;</li> <li>· Participate in regular training and communication sessions with supervisor and headquarters staff; and</li> <li>· Perform all other duties as needed and/or as directed by supervisor including airport pickup of newly arrived refugees.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in social work, a behavioral science, or social services field with a minimum of two years’ progressive experience in the fields listed above;</li> <li>• Experience with immigrant populations, child welfare, child placements, family preservation and social service provision is desired;</li> <li>• Must be skilled at writing professional, thorough reports;</li> <li>• Must possess an extensive knowledge of immigrant community local resources;</li> <li>• Excellent organizational, verbal, written, and interpersonal communication skills, and ability to prioritize duties in a fast-paced environment;</li> <li>• Must have a valid driver’s license, insurance, a clean driving record, and personal transportation;</li> <li>• Position requires up to 50 percent long distance travel with limited notice;</li> <li>• Position is remote and the candidate must have an appropriate workspace to complete documentation, client phone calls, and video conferencing;</li> <li>• Fluency in Spanish is required; proficiency in additional languages a plus;</li> <li>• Candidate must demonstrate a commitment to comply with mandatory state reporting requirement for child abuse and neglect;</li> <li>• Candidate must have dedication to the human rights of refugees,</li> </ul>

	<p>immigrants, asylum seekers and displaced people;</p> <ul style="list-style-type: none"> <li>• Candidate must pass a criminal background check that includes past history of conviction of child and sexual abuse;</li> <li>• Possess or be able to obtain CPR and basic first aid certification.</li> <li>• Report suspicious and inappropriate behaviors and policy violations.</li> <li>• Follow mandated abuse and incident reporting requirements.</li> <li>• Meet timelines and deadlines related to supporting systems and employee compliance. Example includes but are not limited to Kronos Workforce Ready for review and approval of time sheets.</li> </ul>
<b>Salary/Hours</b>	\$48,000 annually
<b>Employer/Agency</b>	YMCA of Greater Houston – International Services
<b>Address</b>	6300 Westpark Dr Ste. 900
<b>City, State, Zip</b>	Houston, TX 77056
<b>Application Method</b>	Online at : <a href="https://www.ymcahouston.org/careers">https://www.ymcahouston.org/careers</a>
<b>Opening Date</b>	Immediate

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