

Job Title	Case Worker
Employer/ Agency	Catholic Charities
Job Description	Join the Refugee Resettlement Program as a Case Worker I/Driver! As a Case Worker I/Driver, you are responsible for assisting with pre-arrival housing set-up, which includes buying food and care packages, and setting up furniture in multiple apartments before refugees arrive in Houston. You also assist staff with the provision of weekly donations to refugees, assist in any stored items and provide transportation for the clients to and from job airport. The successful candidate will have excellent communication skills, be adaptable to change, and have the ability to work on a team.
Qualifications	<p>The Skills and Assets You Bring</p> <ul style="list-style-type: none"> - You have the ability to work with a variety of people. - You have the ability to handle and maintain confidential client information. - You have demonstrated organizational and planning skills. - You are bilingual – Fluent in English and another client spoken languages (preferred in Dari, Farsi, Pashtu) - You have the ability to learn computer applications. - You have the ability to work under pressure and manage multiple deadlines concurrently. <p>The Value You Deliver</p> <p>In partnership with the agency, you help in giving a unified voice to those in need. Your role is instrumental in assisting individuals in immigration legal matters.</p> <p>What you Deliver</p> <ul style="list-style-type: none"> - You purchase furniture, food and personal items for newly arriving refugees. - You accompany Housing Coordinator to transport items to the apartment complexes and set up refugee apartments with furniture, organize food in the refrigerator, and dispense the care package. - You maintain all receipts and refugees' signature on the vouchers. - You assist the Housing Coordinator to provide multiple weekly donations to refugee clients, including assistance in the following tasks: communicating with donor to notify them of the pick-up time, rescheduling any cancelled donations, coordinating pick-up and delivery times, and completing pick-up and delivery of donation in agency cargo van. - You are responsible for the organization of all donated items in storage. - You track all donation signature forms and reporting donations to the Parish and Fund Development departments. - You provide mass transportation to the clients to and from job location or appointments such as DPS, Social Security office, airport pick up and orientations using agency 12 passenger van or vehicles. - You gather travel loan checklists and update IOM information on database. - You assist with preparing new R&P and MG files folders for ready to use and provide interpretation if needed. - You Perform other duties as assigned by the Supervisor, attending meetings with other service providers, participating in staff retreats, United Way, agency fairs and other events.

City, State, Zip	Central - Houston, TX
Application Method	Fill out application at https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=36744&clientkey=C184945087565AE7BAA81D76126F1823
Opening Date	Immediate

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