<table>
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<th><strong>Job Title</strong></th>
<th>PRS Family Support Coordinator</th>
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<td><strong>Employer/ Agency</strong></td>
<td>YMCA</td>
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| **Job Description** | **Position Overview**
The Family Support Coordinator will provide Post Release Services (PRS) for Unaccompanied Children (UC). This position will report to the Regional Supervisor. This position is hybrid and based in Houston. **Duties/Responsibilities**

Family Support Coordinator primary responsibilities include:

- Provide culturally and linguistically appropriate post placement services and comprehensive case management for UC
- Complete individualized needs assessments with UC and sponsor, and develop case plans with particular attention to culture, language, and special circumstances
- Carry a minimum caseload of 25, but not to exceed 40 cases
- Maintain a high standard of record-keeping according to USCRI and ORR policies and procedures.
- Provide information, education, referrals, outreach, advocacy, and support to ensure that each child receives the services they require
- 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
- Build a network of local pro bono legal resources and service providers to facilitate access for UC and sponsors, and track individual progress
- Coordinate and maintain communication with key stakeholders
- Participate in regular training and communication sessions with supervisor and headquarters staff
- Perform all other duties as needed and/or as directed by supervisor including airport pickup of newly arrived refugees. |
| **Qualifications** | **Requirements**
- 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
- Experience with immigrant populations, child welfare, child placements, family preservation and social service provision is desired
- Must be skilled at writing professional, thorough reports
- Must possess an extensive knowledge of immigrant community local resources
- Excellent organizational, verbal, written, and interpersonal communication skills, and ability to prioritize duties in a fast-paced environment
- Must have a valid driver's license, insurance, a clean driving record, and personal transportation
- Position requires up to 50 percent long distance travel with limited notice |
• Position is remote and the candidate must have an appropriate workspace to complete documentation, client phone calls, and video conferencing
• Fluency in Spanish is **REQUIRED**; proficiency in additional languages is a plus
• Candidate must demonstrate a commitment to comply with mandatory state reporting requirement for child abuse and neglect
• Candidate must have dedication to the human rights of refugees, immigrants, asylum seekers and displaced people
• Candidate must pass a criminal background check that includes past history of conviction of child and sexual abuse
• Possess or be able to obtain CPR and basic first aid certification.

**TRAVEL**
Travel is primarily for home visits, although some out-of-area and overnight travel may be expected.

**Salary/Hours**
Base Pay: $66,019.20/Year
Full-time

**Address**
1331 Hayes Dr, Ste 300

**City, State, Zip**
Houston, TX, 77082

**Contact Person**
Bushra Zahurussalam

**Email Address**
Bushra.Zahurussalam@ymcahouston.org

**Application Method**
Apply Here: https://secure6.saashr.com/ta/6082553.careers?CareersSearch=

**Opening Date**
Immediately
Closes March 1st

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