

Job Title	Bilingual - UAC Home Study and Post Release Services (English/Spanish) Family Support Coordinator, Houston
Employer/ Agency	YMCA of Greater Houston – International Services
Job Description	<p>Immigrant Case Coordinator primary responsibilities include:</p> <ul style="list-style-type: none"> • 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; and • Perform all other duties as needed and/or as directed by supervisor including airport pickup of newly arrived refugees.
Qualifications	<ul style="list-style-type: none"> • 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 25 to 50 percent long distance travel with limited notice; • Position is hybrid remote (some office days) 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 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. • Report suspicious and inappropriate behaviors and policy violations. • Follow mandated abuse and incident reporting requirements.

	<ul style="list-style-type: none"> • 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.
Salary/Hours	\$53,100 annually
Address	6300 Westpark Dr Ste. 900
City, State, Zip	Houston, TX 77056
Application Method	Online at : https://www.ymcahouston.org/careers
Opening Date	Immediately

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