

Job Title	Parenting Educator/Case Manager (Bilingual)
Employer/ Agency	Catholic Charities of the Archdiocese of Galveston-Houston
Job Description	<p>The Bilingual Parenting Educator/Case Manager will provide case management and educational services to individuals and families who are clients of Catholic Charities Life Center. Also, they will meet with individuals and families to assess needs, develop and implement a comprehensive recovery plan, assist in the identification and accessing of resources, and assist in removing barriers to self-sufficiency. The position is formally supervised by the Life Center Director and operates under low supervision with latitude for the use of independent judgment and initiative.</p> <p>PRINCIPAL DUTIES</p> <ul style="list-style-type: none"> • Conducts screening and assessment of needs for individuals and families that contact Catholic Charities. • Uses professional judgment and independent discretion by assisting clients in developing and implementing long-range plans, this includes exploring all available options, identifying the client’s own resources and available community and government resources, making appropriate referrals, and assisting in linking client with available resources-serving as facilitator and advocate when necessary. • Provides pregnancy tests, mentoring information, resources, and referrals to women and men requesting assistance. • Identifies gaps in resources and determine eligibility for designated financial assistance programs. • Teaches life skills classes in English/Spanish at a minimum of two days per week to pregnant women and parents of young children. • Provides individual case management to young women seeking support during pregnancy and after birth. • Acts as a resource to clients, outside agencies and staff; answer telephones; enters and maintains referral/intake information using a data base. • Prepares and submits all required reports and paperwork in a timely

and accurate manner.

- Performs other duties such as participating in staff retreats, outreach activities, agency fairs and speaking engagements, assisting with special organizational projects/events, etc.
- Maintain confidential client files, statistical records, phone logs and case notes in agency database.

Qualifications

MINIMUM EDUCATION:

- Bachelor's degree from an accredited American University or equivalent in a foreign country in social work or related field preferred. Two (2) years of relevant work experience with at risk families with children 0-5 years old required; or Associate degree with a minimum of four (4) years of working in health and human services field with at risk families and children ages 0-5 years may be substituted for education.
- License in social work or other human services field preferred.
- Bilingual English and Spanish (proficient in conversation) required.

MINIMUM SKILLS AND EXPERIENCE:

- Bilingual Required (English/Spanish).
- Knowledge of family assistance resources, entitlement programs, and community resources.
- Skills in sensitive listening to the needs of low-income individuals, especially women in crisis pregnancies.
- Skill in cultural sensitivity and awareness.
- Ability to formulate assessment of client need(s) and make recommendations for type and level of service.
- Ability to exercise independent judgment in provision of client services.
- Ability to work independently and with a minimum of supervision.

- Ability to work cooperatively with all components of agency services.
- Ability to work effectively with diverse populations, including low-income persons and other disadvantaged persons.
- Ability to work comfortably in a faith-based environment and promote Catholic Social Teachings.
- Ability to operate various word processing software, spreadsheets, and database programs.
- Ability to organize, prioritize, and utilize effective time management techniques to meet deadlines.
- Ability to maintain confidentiality at all times.
- Ability to follow instructions furnished in verbal or written format.

OTHER:

Must be able to work on a flexible schedule to maintain a work schedule that maximizes availability to staff and clients; will include some evenings and weekend hours.

Must have reliable transportation, valid Texas driver's license and evidence of insurability.

Must comply with professional code of ethics.

Must be able to coordinate a variety of activities.

Must be culturally sensitive.

Salary/Hours	TBD
Employer/Agency	Catholic Charities of the Archdiocese of Galveston-Houston
Address	2900 Louisiana
City, State, Zip	Houston, TX 77006



Contact Person	Guadalupe Bravo-Perez
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Opening Date	8/13/2015

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