

<b>Job Title</b>	Bilingual (English/Spanish) Case Manager: UAC Home Study and Post Release Services
<b>Employer/ Agency</b>	YMCA International Services
<b>Job Description</b>	<p><b>Duties /Responsibilities</b> Case Manager's primary responsibilities include:</p> <ul style="list-style-type: none"> <li>• Providing culturally and linguistically appropriate post placement services and comprehensive case management for UAC;</li> <li>• Conducting calls, interviews, home visits and accompaniment to community resources (as needed to assist with access) with UAC;</li> <li>• Assessment of potential placements for UAC, including background interviews and home study investigations;</li> <li>• Maintaining a caseload of approximately 40 cases at all times (depending on the MOU agreement and funder's expectations);</li> <li>• Providing services to local (within 75 miles of the office) and travel clients; based on referrals assigned by the funder;</li> <li>• Completing and documenting all mandated child abuse and neglect reports;</li> <li>• Assisting with training and shadowing of new staff;</li> <li>• Completing quarterly statistics and statistic narratives as well as annual reporting;</li> <li>• Developing individual case plans with particular attention to culture, language, and special circumstances;</li> <li>• Maintaining case files;</li> <li>• Providing information, education, referrals, outreach, advocacy, and support to ensure that each child receives the services they require;</li> <li>• Assessing the safety and appropriateness of the placement on an ongoing basis using child welfare principles and social work best practices;</li> <li>• Building a network of local pro bono legal resources/services and care providers to establish services for UAC, facilitating access/removing barriers to those services, and track individual progress via an online database;</li> <li>• Submitting written reports as required and documenting all client contact (and pertinent collateral contacts) in the database;</li> <li>• Coordinating/maintaining communication with key stakeholders; and</li> <li>• Participating in regular training and communication sessions with on-site and case work supervisor and headquarters staff;</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>	<p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Fluency in Spanish required (a language proficiency exam is required); proficiency in additional languages a plus;</li> <li>• Bachelor's degree (BA or BSW);</li> <li>• Master's degree (MA or MSW) preferred;</li> <li>• A minimum of two years' experience in case management, preferably</li> </ul>

	<p>working with, serving, and advocating on behalf of immigrant and refugee children;</p> <ul style="list-style-type: none"> <li>• Experience in child welfare, child placements, and family preservation;</li> <li>• Prior experience with social service provision;</li> <li>• Must possess an extensive knowledge of immigrant community local resources;</li> <li>• Excellent organizational, verbal, written, and interpersonal communication skills;</li> <li>• 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. Position requires frequent local and long distance travel;</li> <li>• Must be able to travel with limited notice;</li> <li>• Candidate must have dedication to the human rights of refugees, immigrants, asylum seekers and displaced people.</li> </ul>
<b>Salary/Hours</b>	<p>\$\$47,985 annually– Exempt position Office Hours: Monday – Friday; 8:30 a.m. to 5:00 p.m. Occasional evening hours as required.</p> <p>The YMCA of Greater Houston has outstanding benefits including medical, dental, and vision insurance, long term disability, life insurance, paid holidays, and 12% retirement paid by our Association upon meeting eligibility requirements.</p>
<b>Employer/Agency</b>	YMCA International Services
<b>Address</b>	6300 Westpark Dr. Suite 600
<b>City, State, Zip</b>	Houston, TX 77057
<b>Application Method</b>	Please apply online at <a href="https://www.ymcahouston.org/job-opportunities/">https://www.ymcahouston.org/job-opportunities/</a>
<b>Opening Date</b>	Immediately

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