

Date Posted: 10/06/11

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Employment Case Manager for Refugee Women

Employer/Agency: YMCA of Greater Houston

Job Description: Refugee Women's Employment Case Manager will work with women refugees, asylees and victims of human trafficking, in providing targeted pre-employment and job search services as needed. Ultimate Goal is to assist clients to reach self sufficiency utilizing program guidelines. Project is funded for 17 months beginning 10/1/2011

The Case Manager will primarily be responsible for the assessment of refugee women with pre-employment guidance and assist with job placement.

The Employment Case Manager will work with clients in establishing an individual assessment/service plan that will include:

- *Employment preparation plan, resume and employment workshop schedule
- *English as a Second Language Classes follow up
- *Referrals to HCC or other providers as indicated in employment plan
- *Intensive Employment Services
- *Transportation, translation and interpretation
- *Maintain Case Files and other paperwork as required by specific programs
- *Prepare and submit reports as required by Program Directors
- *Perform other duties as assigned

Employment Case Managers are directly responsible for placement of 60% of women who participate in the program over 17 months.

Employment Case Managers are responsible for follow-up of clients until client is employed for at least 90 days.

Qualifications:

- Excellent written and verbal English communication skills
- **Fluency in a relevant refugee language: preferably Arabic, Burmese, or Nepali**
- College diploma or equivalent experience
- Valid driver's license, clean driving record, automobile liability insurance, and a vehicle.

Salary/Hours: \$13 Hourly, Exempt Position
Monday through Friday, 8:30am – 5:00pm

Employer/Agency: YMCA of Greater Houston International Services
Address: 6300 Westpark, Suite 600
City, State: Houston TX 77057

Fax: 713 339 9015
Email: lisag@ymcahouston.org

Application Method: Please send your resume with letter of application to Lisa, listed above

If needed, a resume can be mailed to the following:
YMCA International Services, Attn.: Refugee Women's
Case Manager, 6300 Westpark, Suite 600, Houston,
TX 77057.

Opening Date: Closes 10/17/11

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you