

Date Posted: 05/23/2011

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

**JOB OPPORTUNITY POSTING**

- Job Title:** Refugee Case Coordinator (Multiple positions)  
Openings in Houston, Harlingen and Los Angeles, CA
- Employer/Agency:** General Dynamics Information Technology
- Job Description:**
- Tracks each new placement and progress
  - Visits ORR-funded care provider sites and regularly interviews children, care provider staff, family members, and attorneys of record in order to complete release recommendations and recommendations on placement in the least restrictive setting with services in the best interest of the child.
  - Provides timely and thorough review, assessment, and recommendations on family reunification to ORR. Recommendations, made in collaboration with care provider and ORR, may include straight release, release with post-release services, home study prior to release consideration, or denial of release to sponsor.
  - Participates in case staffing with care provider staff and ORR on a weekly basis.
  - Assists care provider staff in identifying any special needs of the children.
  - Provides third-party child welfare assessment of children's cases.
  - Provides weekly case status reports to ORR. Confers weekly with ORR to discuss difficult cases utilizing knowledge of child welfare juvenile justice, mental health, and ORR policies, in order to provide placement, transfer, and release recommendation based on the best interests and special needs of the child. Assists ORR in complex cases to evaluate the best interests of the child.
  - Makes placement recommendations for children who require more specialized levels of care, in collaboration with care providers and ORR.

- Provides targeted child-welfare based technical assistance, as requested by ORR.
- Works with care provider and ORR to identify potential victims of human trafficking. Tracks potential trafficking cases referred to ORR and ensures that eligible children are referred for benefits and services. Collaborates with care providers on creating safety plans for potentially trafficked children.
- Participates and assists in area taskforce (coalition) meetings.
- Refers to ORR any release reconsideration or case file requests received by the minors' attorneys.
- Refers attorney, DHS, or other stakeholder inquiries that requires Government attention to the ORR designee.
- Keeps records on the status of children's cases including those awaiting travel arrangements.
- Alerts ORR to disputed age determinations.
- Prepares written reports regarding progress and issues related to program trends.

Assists in identifying services or placement for children who are approaching age 18.

**Qualifications:**

- BA/BS Degree and 2-5 years of experience
- Experience working with immigrant, refugee, and underserved populations is preferred.
- Bilingual proficiency in English and Spanish (will be tested).

**Salary/Hours:**

Salary DOE; Full-time  
Employee will work out of his/her home.

**Employer/Agency:  
City, State, Zip:**

General Dynamics Information Technology  
Houston, TX

**Application Method:**

Please apply at [www.gdit.com](http://www.gdit.com).

**Opening Date:**

Immediately

***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](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.  
Thank you***