

**Date Posted: 04/19/12**

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

**JOB OPPORTUNITY POSTING**

**Job Title:** Sr. Assistant, Office/Program

**Employer/Agency:** General Dynamics Information Technology (GDIT)

**Job Description:** Selected candidate serves as an assistant to the Federal Field Specialist in Houston, assisting with the implementation of Division of Unaccompanied Children Services policies with respect to the care and placement of unaccompanied children.

- Updates the Federal Field Specialist on the progress of reunification and releases of UAC from the Houston area shelters as needed. Problems are complex and multifaceted in nature and require research prior to resolution.
- Assists the Federal Field Specialist with compiling the weekly report, participates in conference calls as needed, and generates materials for/from these meetings as needed.
- Provides guidance to shelters as needed, related to various DUCS Policies and Procedures such as reporting Serious Incident Reports (SIR) in the mandated time frame.
- Keeps records of SIRs that take place in the DUCS facilities.
- Sets up and distributes conference calls as requested, develops schedule to visit shelter staff, sends reminders and keeps calendar updated.
- Attends weekly case staffing meetings with the Federal Field Staff at DUCS Shelters to discuss the current welfare of UAC.
- Assists with monitoring of the DUCS facilities as requested.
- Interacts with other Federal Agencies as requested, including but not limited to ICE, Border Patrol, VERA Attorneys, and Consulates from different countries.
- Provides assistance to the Federal Field Specialist as needed by performing research and functional analysis on a variety of projects.
- Requests pertinent case files from facilities and sends them to Headquarters in DC when they are requested.
- Copies, fax, and/or sends UAC case files to attorneys or requested parties as needed.
- Keeps inventory of UAC case files that are kept in-house and storage (as needed).
- Performs additional duties as assigned.

**Qualifications:** Associates Degree in a related business discipline, or the equivalent combination of education, professional training, or work experience.

Previous Experience in Social Services arena

3-5 years of related experience.

1. Excellent written and verbal communication skills
2. Experience working with immigrant, refugee, and underserved populations is preferred
3. Expert in MS Office suite of tools
4. Bilingual fluency in Spanish is a plus (not a requirement)

**Salary/Hours:** We offer a competitive salary wage commensurate to experience

**Contact Person:** Helen Papadopoulos

**Contact Title:** Hiring Manager

**Email Address:** Helen.Papadopoulos@gdit.com

**Application Method:** Please send resume via email

**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***