

Job Title	Bilingual (English/Spanish) Case Manager: UAC Home Study and Post Release Services
Employer/ Agency	YMCA International Services
Job Description	<p><u>Description</u> YMCA International Services is a unique branch of the Y of Greater Houston and seeks to meet the needs of Houston’s significant refugee and immigrant communities. We provide comprehensive programs that focus on building human assets and fostering self-sufficiency. YMCA International Services seeks a full-time Home Study and Post Release Services Case Manager to work with USCRI’s Immigrant Children’s Case Management Program, to provide Home Study (HS) and Post Release Services (PRS) for Unaccompanied Alien Children (UAC).</p> <p><u>Duties /Responsibilities</u> Case Manager’s primary responsibilities include:</p> <ul style="list-style-type: none"> • Providing culturally and linguistically appropriate post placement services and comprehensive case management for UAC; • Conducting calls, interviews, home visits and accompaniment to community resources (as needed to assist with access) with UAC; • Assessment of potential placements for UAC, including background interviews and home study investigations; • Maintaining a caseload of approximately 40 cases at all times (depending on the MOU agreement and funder’s expectations); • Providing services to local (within 75 miles of the office) and travel clients; based on referrals assigned by the funder; • Completing and documenting all mandated child abuse and neglect reports; • Assisting with training and shadowing of new staff; • Completing quarterly statistics and statistic narratives as well as annual reporting; • Developing individual case plans with particular attention to culture, language, and special circumstances; • Maintaining case files; • Providing information, education, referrals, outreach, advocacy, and support to ensure that each child receives the services they require; • Assessing the safety and appropriateness of the placement on an ongoing basis using child welfare principles and social work best practices; • 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; • Submitting written reports as required and documenting all client contact (and pertinent collateral contacts) in the database; • Coordinating/maintaining communication with key stakeholders; and • Participating in regular training and communication sessions with on-site and case work supervisor and headquarters staff; • Perform all other duties as needed and/or as directed by supervisor including airport pickup of newly arrived refugees.

Qualifications	<p><u>Requirements</u></p> <ul style="list-style-type: none"> • Fluency in Spanish required (a language proficiency exam is required); proficiency in additional languages a plus; • Bachelor’s degree (BA or BSW); • Master’s degree (MA or MSW) preferred; • A minimum of two years’ experience in case management, preferably working with, serving, and advocating on behalf of immigrant and refugee children; • Experience in child welfare, child placements, and family preservation; • Prior experience with social service provision; • Must possess an extensive knowledge of immigrant community local resources; • Excellent organizational, verbal, written, and interpersonal communication skills; • Ability to prioritize duties in a fast-paced environment; • Must have a valid driver’s license, insurance, a clean driving record, and personal transportation. Position requires frequent local and long distance travel; • Must be able to travel with limited notice; • Candidate must have dedication to the human rights of refugees, immigrants, asylum seekers and displaced people.
Salary/Hours	\$48,000 annually– Exempt position Office Hours: Monday – Friday; 8:30 a.m. to 5:00 p.m. Occasional evening hours as required.
Employer/Agency	YMCA International Services
Address	6300 Westpark Dr. Suite 600
City, State, Zip	Houston, TX 77057
Application Method	Please apply online at https://www.ymcahouston.org/job-opportunities/
Opening Date	Immediately

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