

Date Posted: 02/25/13

University of Houston Graduate College of Social Work

JOB OPPORTUNITY POSTING

Job Title: URM Program Director

Employer: Catholic Charities of the Archdiocese of Galveston-Houston

Job Description: Catholic Charities is seeking a **Program Director** for the Unaccompanied Refugee Minor Program. The individual selected will be responsible for managerial oversight of service delivery, fiscal management, and operational administration of international foster care program. This individual will also ensure compliances on community foster homes in Harris and surrounding counties, regional operations in Fort Bend county, home studies, and home visits for families throughout all service areas, as well as recruitment and training of qualified foster families in these counties. Additional responsibilities include functioning as a Licensed Child Care Administrator who is responsible for ensuring program's compliance with the TDFPS licensing requirements, ensuring program's adherence with COA, ORR/DUCS and DHS/ICE federal guidelines as it pertains to the delivery of shelter related services to unaccompanied alien minors in federal custody and ensuring program's funding from the Office of Refugee Resettlement for all designated locations of St. Michael's Home for Children.

Qualifications: Masters degree in Social Work. Licensed Child Placement Agency Administrator preferred. A minimum of five (5) years experience in above mentioned fields with emphasis in operations and program management.

Minimum Skills and Experience:

- Experience in foster care required, work with refugee minors is a plus;
- Knowledge of Department of Family and Protective Services minimum licensing standards;
- Strong organization, verbal and written communication skills;
- Supervisory skills and ability to work with community service providers & vendors;
- Desirable experience working with juveniles, especially adolescents;
- Bilingual (English/Spanish) skills preferred.

Salary/Hours: comparable to experience

Employer/Agency: Catholic Charities

Address: 2900 Louisiana

City, State, Zip: Houston, TX 77006

Contact Person: Kimberly Parasco

Contact Title: Recruiter

Telephone Number: 713-874-6559

Fax Number: 713-533-9835

Email Address: hr@catholiccharities.org

Application Method: Please submit applications electronically via:

<http://ch.tbe.taleo.net/CH11/ats/careers/requisition.jsp?org=CATHOLICCHARITIES2&cws=1&rid=234>

Opening Date: 2/20/2013

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