

Date Posted: 02/28/13

Job Opportunity Posting

Job Title:	Case Aide
Employer/ Agency:	Tahirih Justice Center
Job Description:	Tahirih is seeking to hire a Case Aide to help women and girls fleeing gender base violence seek justice under the law. The Case Aide reports to the Social Worker and Houston Director and is located in the Houston office. The ideal candidate will have experience working with female victims of violence from multi-cultural backgrounds, speak fluent Spanish, exemplify a professional demeanor, be detail-oriented, self-motivated, and a team player.
Qualifications:	Bachelors degree in Social Work or related field required. Fluent Spanish A minimum of two years' work experience serving the needs of a diverse population. Detail-orientation, with superior problem-solving, decision-making, organizational, and time-management skills. Extremely responsible, self-initiating, and focused. Ability to multitask and work in a fast paced environment with people from diverse cultural backgrounds and personalities. Excellent English writing, research, and communication skills. Experience living abroad or working with immigrant communities. Informed interest in international women's rights . Self-motivated, enthusiastic, and flexible. Candidates will be asked to make a two year commitment to the position. Willingness to manipulate complex databases and client management software.
Salary/Hours:	Annual salary is \$30,000-\$33,000 depending upon experience. Generous benefits include: 15 days of paid accrued vacation during the first year (20 days of vacation after the first year), additional week of vacation between Christmas and New Year's, flex-spending account, sick and parental leave, fully-paid health and dental insurance coverage, 403(b) plan, in-house training programs, staff enrichment retreats and other professional development opportunities.
Employer/Agency:	Tahirih Justice Center
Address:	1717 St. James Ste. 320
City, State, Zip:	Houston, TX
Contact Person:	77056
Application Method:	Please email a cover letter, resume, and a list of three references to: Human Resources Department Tahirih Justice Center 1717 St. James Ste. 320 Houston TX 77056 recruiting@tahirih.org *The address line of your email application should read: (CASE AIDE, Houston)
Opening Date:	Immediately

To post a job opportunity or 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.