

Job Title	Senior Social Services Associate
Employer/ Agency	Tahirih Justice Center
Job Description	<p>Position Summary: Tahirih is seeking to hire a Senior Social Services Associate to help women and girls fleeing gender base violence seek justice under the law. The Senior Social Services Associate reports to the Social Worker 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.</p> <p>Primary responsibilities include:</p> <p><u>Client case management responsibilities:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct social service, mental health, and medical needs assessments for Tahirih clients in coordination with Social Services Case Worker <input type="checkbox"/> Maintain a case load of between 15-25 clients <input type="checkbox"/> Provide initial and ongoing crisis intervention and safety planning to clients (in collaboration with legal team) <input type="checkbox"/> Ensure a wide range of client needs are met, including assistance with housing, transportation, translation, protection orders, health services, counseling, education, employment, family law and assistance accessing public benefits <input type="checkbox"/> Coordinate therapy, physician, and other appointments for clients <input type="checkbox"/> Accompany clients as needed to access appointments for social services and public benefits <input type="checkbox"/> Maintain regular communication with clients through regular calls to provide follow-up, additional referrals, and to address other non-legal needs that may arise <input type="checkbox"/> Collaborate with legal team and social services team to provide holistic services to clients <input type="checkbox"/> Write letters of support for immigration and family law cases upon request <input type="checkbox"/> Maintain case management database with case and resource information <p><u>Programmatic responsibilities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist with the supervision of interns by conducting regular check-ins, providing regular performance feedback and conducting formal performance evaluations <input type="checkbox"/> Provide information and referrals for staff on housing resources, food banks, counseling, money management, family law, medical, and other social service needs in coordination with Social Services Social Worker <input type="checkbox"/> Assist with developing and maintaining relationships with an extensive network of community service providers who address the needs of Tahirih clients in coordination with Social Services Social Worker and the legal team <input type="checkbox"/> Assist Social Services Social Worker update social services policies and procedures <input type="checkbox"/> Contribute to the maintenance of a reliable client filing system <input type="checkbox"/> Attend regular internal and external meetings on behalf of Tahirih in coordination with Social Services Social Worker

	<p><u>Fundraising and Communication</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Contribute to the development of grant proposals and reports <input type="checkbox"/> Occasionally attend meetings with potential funders <input type="checkbox"/> Provide client stories and articles for periodic Tahirih publications <input type="checkbox"/> Generally promote Tahirih and its work
Qualifications	The ideal candidate will have the following qualifications: Bachelors degree in Social Work or related field required; Fluent Spanish. A minimum of one year 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 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 \$33,000 - \$36,000, depending on experience.
Employer/Agency	Tahirih Justice Center
Address	1717 St James Place, Suite 450
City, State, Zip	Houston, TX 77056
Contact Person	Paulina Valero
Contact Title	Operations Associate
Telephone Number	713-496-0100
Fax Number	713-481-1793
Email Address	recruiting@tahirih.org
Application Method	<p>Please <u>email</u> a cover letter, resume, and a list of three references to:</p> <p style="text-align: center;">Human Resources Department Tahirih Justice Center 6402 Arlington Blvd, Suite 300 Falls Church, VA 22042 recruiting@tahirih.org Fax: 571-282-6162</p> <p>*The address line of your email application should read: (Senior Social Services Associate)</p>
Opening Date	02/14/14

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 mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.