

Date Posted: 06/11/12

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

JOB OPPORTUNITY POSTING

Job Title: CASE AIDE & OUTREACH COORDINATOR

Employer/ Agency: Tahirih Justice Center

By providing holistic legal services, community education and national public policy advocacy, the Tahirih Justice Center works to promote access to justice in the United States for immigrant women and girls who are fleeing violence. Tahirih is a Bahá'í-inspired nonprofit organization that offers pro bono representation to women and girls seeking protection from such gender-based human rights abuses as domestic violence, sexual assault, human trafficking, female genital mutilation, honor crimes, and forced marriage. Winner of the 2010 Meyer Exponent Award which recognizes outstanding nonprofit executive directors and the 2007 Washington Post Award for Excellence in Nonprofit Management, Tahirih has a staff of 35 with offices in Falls Church, VA; Houston, TX; and Baltimore, MD.

Job Description:

Tahirih is seeking to hire a Case Aide, Outreach Coordinator 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.

- Provide clients safety planning, case management services to assist clients meet their housing, counseling, medical, educational and other basic needs.
- Gather documentation and communicate with governmental and non-governmental partners to assist clients access Crime Victim Compensation, federal benefits and health care
- Coordinate referrals for counseling, medical care, and other community services.
- Provide victims information to participate in the criminal and civil legal systems
- Ensure accurate entry into database of client information and outside service providers contact information to accurately track referrals and services provided Assist Tahirih measure results through client and volunteer surveys
- Assist with planning and executing trainings for volunteers and professionals
- Assist with volunteer cultivation and volunteer appreciation events
- Represent Tahirih at community events and coalition meetings
- Assist with general office administrative tasks

Qualifications:

- Bachelor's 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 \$33,000 -\$36,000, depending on experience. Generous benefits including: 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 Place, Suite 320
City, State, Zip: Houston, TX 77056

Contact Person: Anne Chandler

Contact Title: Houston Director

Telephone: 7134960100

Fax: 7134811793

Email Address:

Application Method:

Please email a cover letter, resume, and a list of 3 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, OUTREACH COORDINATOR, Houston)

Please note: Candidates applying must have work authorization in the United States.

Opening Date: Mid July, 2012

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 with the hiring details of your new job opportunity. Thank you