

Date Posted: 03/07/13

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Family Reunification Case Manager

Employer: Catholic Charities of the Archdiocese of Galveston-Houston

Job Description: The Unaccompanied Refugee Minor Program is seeking a highly qualified Family Reunification Case Manager to serve our clients in Fort Bend County.

RESPONSIBILITIES:

- Provide individualized and family service delivery to URM Reunification/ Post-Release minors leaving federal government shelters to reside with sponsors in the Greater Houston and surrounding areas. This service delivery system should include intake, assessment, service planning, home visits, documentation and reporting.
- Responsible for completing required home visits that are designated through the DCS policy requirements.
- Provide both phone and in person on-call crisis support to families.
- Develop, update and evaluate Individual Service plan to ensure youth's needs are being met and referrals are being utilized.
- Provide advocacy to ensure youth's psycho-social needs are being met.
- Provide assistance and support to families to ensure youth's educational needs are met: school enrollment, school adjustments, teacher communication, build relationship with key school personnel, monitoring grades and progress reports.
- Provide assistance and support to families to ensure youth's medical/dental/vision needs are met: initiating medical and dental exam process and follow up with sponsors on medical/mental health related visits, work with case aid to locate appropriate medical/mental health professionals.
- In collaboration with case aid, case manager is responsible for the timely completion of all required forms and reports to USCCB, ORR, and CCGH.
- Responsible for timely reporting based on reporting guidelines, documentation into MRIS and ETO.
- Responsible for providing completed and signed documents to case aide in a timely manner for filing.
- Schedule and utilize interpretation services (refugee resettlement) to ensure sponsor's and youth's communication needs are met.
- Serving as a liaison to attorneys and other legal assistance agencies; staying abreast of all developments in immigrations laws to ensure that residents have full access to all legal services available to them and that their legal and human rights are protected.

- Other duties as assigned.

Minimum Skills and Experience:

1. Bachelor's degree in social work or related field with appropriate license. Master's degree in social work or related field, preferred with license;
2. Multicultural and Bilingual in relevant languages, Spanish preferred;
3. Knowledge of Social Work Principles and Ethics;
4. Experience working with juveniles, especially adolescents and families; and
5. Working with immigration related agencies and system.

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=238>

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