

Date Posted: 11/30/12

University of Houston
Graduate College of Social Work

JOB OPPORTUNITY POSTING

Job Title: Case Aide

Employer/Agency: Catholic Charities

Job Description: The **St. Jerome's Unaccompanied Refugee Minor Foster Care Program** is seeking a Case Aide to serve our clients in Houston and the surrounding area.

Responsibilities include:

- Providing assistance and support to case management services to URM USCCB Family Reunification/ Post Release minors and their families.
- Functions as an assistant to agency staff and supervisors in providing human services to URM USCCB Family Reunification/ Post Release minors and their families, including transportation and documentation of services provided.
- Supervising children and providing various clerical functions.

REQUIREMENTS:

1. High school Diploma or equivalent
2. Multicultural and Bilingual in Spanish, preferred.
3. Knowledge of Social Work Principles and Ethics.
4. Experience working with juveniles, especially adolescents and families.
5. Working with immigration related agencies and system
6. Must have reliable transportation, valid Texas driver's license, and evidence of insurability.

Hours: Full Time
Salary: based on experience
Employer/Agency: Catholic Charities
Address: 2900 Louisiana
City, State, Zip: Houston, TX 77006
Telephone: 713-874-6559
Fax: 713-533-9835
Email Address: hr@catholiccharities.org
Contact Person: Kimberly Parasco
Contact Title: Recruiter

Application Method: Please submit applications via:
<http://ch.tbe.taleo.net/CH11/ats/careers/requisition.jsp?org=CATHOLICCHARITIES2&cws=1&rid=220> or
through the website at www.catholiccharities.org.

Opening Date: Immediately

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