

<b>Job Title</b>	Casework Supervisor (Level 2 & 3), Home Study and Post Release Services
<b>Employer/ Agency</b>	Church World Service
<b>Job Description</b>	<p>Introduction: Founded in 1946, Church World Service (CWS) is a non-profit and faith-based global humanitarian organization that provides sustainable self-help, development, disaster relief, and refugee and immigrant assistance around the world and in the United States (U.S.). CWS has assisted over 865,000 refugees and immigrants from across all faiths and backgrounds to start new lives in the U.S. and to integrate into their communities. Join us in this life changing work.</p> <p>Through funding from the Office of Refugee Resettlement (ORR), CWS provides services to unaccompanied children (UC) through the Home Study (HS) and Post Release Service (PRS) program. UC are recently arrived to the US and released from federal custody to a sponsor, typically a family member or friend, and may require additional support once in the community to access resources and ensure stability of the placement and their safety. CWS also provides home study services to those children in ORR care when assessment of the proposed placement is warranted to ensure the sponsor can provide a safe and stable home and ensure the UC's well-being. CWS provides HSPRS nationally through CWS local offices and affiliate partners.</p> <p>Primary Purpose: The Casework Supervisor (Level 2 &amp; 3) will provide programmatic oversight and direct supervision of Level 2 and 3 Caseworkers (Level 1, as needed) providing Home Study and post-reunification support to unaccompanied children and their sponsors. The Casework Supervisor provides weekly supervision, technical assistance and training to staff. The Casework Supervisor ensures provision of trauma-informed, strengths-based services that support the safety and stabilization and access to resources of unaccompanied children and their families. The Casework Supervisor works collaboratively with the CWS national HSPRS team to coordinate case acceptance, training and technical assistance, and submit reports, as needed.</p> <p>Essential Duties:</p> <p>Program management:</p> <p>Provide clinical oversight of intensive case management, crisis intervention, family preservation and interdisciplinary coordination on complex situations. Ensures compliance with Policy and Procedure in accordance with Cooperative Agreement for the delivery of the Home Study and Post Release Service program in a uniform manner</p> <p>Elevates the visibility of the HSPRS program within the office and local</p>

community to increase access to supportive services for unaccompanied children  
 Conducts outreach and education among local service providers and systems (CPS, for example) to improve awareness and understanding of challenges facing unaccompanied children  
 Support the transition of the HSPRS program from national to local implementation  
 Work collaboratively with the national network of HSPRS providers to pilot PRS Expansion service model including  
 Monitor for program compliance and timeliness of deliverables; address deficiencies in a timely manner  
 Ensure thorough assessment of potential placements and completion of home studies within 10 business days.  
 Reviews and approves all PRS reports in a timely manner and ensures quality of care to unaccompanied children and their families  
 Ensure timely submission of Notices of Concern to CWS and the donor to document serious incidents involving unaccompanied minors  
 Provide data to national HSPRS team for quarterly and annual reporting to the donor  
 Prepare for on-site and desktop monitoring by CWS national HSPRS team and ORR per request from National Team  
 Work collaboratively with national HSPRS team to create and implement continuous quality improvement initiatives  
 Participate in network meetings and activities with the national HSPRS team

**People Management:**

Provides oversight of caseworkers and case specialists providing service to unaccompanied children  
 Responsible for timely recruitment and onboarding of highly-qualified direct service staff positions  
 Supports the onboarding of new staff and works in collaboration with the National team  
 Ensure staff meet donor requirements and satisfactory completion of pre-service training requirements in accordance with Cooperative Agreement  
 Promote staff safety and well-being and participate in creating standard operating procedures and training materials that reinforce the same  
 Support staff in responding appropriately to crisis situations (abuse, trafficking, exploitation, etc.) that arise with children and sponsors and seek technical support as needed from HSPRS national team  
 Support staff in managing required caseload to meet capacity goals. Support staff in resolving capacity issues  
 Conduct Performance Management Activities

**Other:**

Serve as a mandated reporter and ensure reporting of suspected abuse or neglect by all staff  
 Other duties as assigned

## Qualifications

### Education:

- Master's degree in social work, psychology, sociology, or other relevant behavioral science in which clinical experience is a program requirement. Or a bachelor's degree with at least six years of clinical employment experience in the behavioral sciences.

### Experience:

- A minimum of five years of post-graduate direct service experience;
- Experience conducting home studies and writing assessment reports, working with children and youth, family reunification/preservation, and/or foster care/child welfare and previous work experience with foreign born youth is required.
- A minimum of three years of prior supervisory experience and be licensed.
- Prior experience networking and building relationships across organizations or programs is required.
- Extensive experience and comfort conducting home visiting is required

### Skills:

- Superior written and verbal communication skills.
- Ability to track and analyze data and adjust plans to ensure performance.
- Strong writing skills
- Proficient in Microsoft Office applications.
- Experience using database for client record keeping
- Organized and ability to work in a fast-paced, high-pressure environment.
- Ability to work in a multi-cultural environment required.

### Special Requirements:

- Licensed, or license eligible, if applicable
- CWS' U.S. COVID-19 Vaccination Policy requires all new staff to provide proof of COVID-19 vaccination as soon as reasonable, no longer than 60 days of employment. Any employee who is pregnant, who is nursing, who has a disability, or who has a medical condition that prevents them from safe vaccination, or who rejects vaccination because of sincerely held religious beliefs, may contact the CWS Benefits Administrator to request reasonable accommodation as defined by the Equal Employment Opportunity Commission (EEOC).
- Able to sit for an extended period in an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.
- English and Spanish fluency preferred.
- Standard work hours with occasional evening or weekend assignment
- Occasional travel may be required.
- Successfully pass PREA, FBI and Child Abuse and Neglect Checks. Commitment to diversity, equity, and inclusion and willingness to support CWS' Platform on Racial Justice as a CWS employee required.

<b>Salary/Hours</b>	\$85,150-\$88,200
<b>Address</b>	6671 Southwest Freeway
<b>City, State, Zip</b>	Houston Texas 77074

<b>Contact Person</b>	Nadia Kalinchuk Maynard
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<b>Application Method</b>	Online
<b>Opening Date</b>	Immediately

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