

<b>Job Title</b>	Bilingual (English/Spanish) Family Support Coordinator: UC Home Study and Post Release Services
<b>Employer/ Agency</b>	YMCA International Services
<b>Job Description</b>	<p><b>Duties /Responsibilities</b> YMCA International Services is a unique branch of the Y of Greater Houston and seeks to meet the needs of Houston's significant refugee and immigrant communities. We provide comprehensive programs that focus on building human assets and fostering self-sufficiency. YMCA International Services seeks a full-time Home Study and Post Release Services Bilingual Family Support Coordinator to work with USCRI, to provide Post Release Services (PRS) for Unaccompanied Children (UC).</p> <p><b>Duties /Responsibilities</b> Family Support Coordinator primary responsibilities include:</p> <ul style="list-style-type: none"> <li>• Provide culturally and linguistically appropriate post placement services and comprehensive case management for UC;</li> <li>• Complete individualized needs assessments with UC and sponsor, and develop case plans with particular attention to culture, language, and special circumstances</li> <li>• Carry a minimum caseload of 25, but not to exceed 40 cases;</li> <li>• Maintain a high standard of record keeping according to USCRI and ORR policies and procedures.</li> <li>• Provide information, education, referrals, outreach, advocacy, and support to ensure that each child receives the services they require;</li> <li>• Assess the safety and appropriateness of the placement on an ongoing basis using child welfare principles and social work best practices through phone/video calls, interviews, and home visits;</li> <li>• Build a network of local pro bono legal resources and service providers to facilitate access for UC and sponsors, and track individual progress;</li> <li>• Coordinate and maintain communication with key stakeholders;</li> <li>• Participate in regular training and communication sessions with supervisor and headquarters staff; and</li> <li>• Report suspicious and inappropriate behaviors and policy violations</li> <li>• Follow mandated abuse and incident reporting requirements</li> <li>• Meet timelines and deadlines related to supporting systems and employee compliance. Example includes but is not limited to Kronos Workforce Ready to review and submit own time sheet.</li> <li>• Participate in rotating schedule for food pantry and airport pickup.</li> <li>• Other duties as assigned</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in social work, a behavioral science, or social services field with a minimum of two years' progressive experience in the fields listed above;</li> <li>• Experience with immigrant populations, child welfare, child placements, family preservation and social service provision is desired;</li> <li>• Must be skilled at writing professional, thorough reports;</li> <li>• Must possess an extensive knowledge of immigrant community local resources;</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent organizational, verbal, written, and interpersonal communication skills, and ability to prioritize duties in a fast-paced environment;</li> <li>• Must have a valid driver's license, insurance, a clean driving record, and personal transportation;</li> <li>• Position requires up to 50 percent long distance travel with limited notice;</li> <li>• Position is remote and the candidate must have an appropriate workspace to complete documentation, client phone calls, and video conferencing;</li> <li>• Fluency in Spanish is required; proficiency in additional languages a plus;</li> <li>• Candidate must demonstrate a commitment to comply with mandatory state reporting requirement for child abuse and neglect;</li> <li>• Candidate must have dedication to the human rights of refugees, immigrants, asylum seekers and displaced people;</li> <li>• Candidate must pass a criminal background check that includes past history of conviction of child and sexual abuse;</li> <li>• Possess or be able to obtain CPR and basic first aid certification.</li> </ul> <p><b>Training Requirements</b></p> <ul style="list-style-type: none"> <li>• Satisfactory completion of USCRI and ORR required trainings prior to serving clients and on an annual basis.</li> <li>• Complete additional trainings as identified by supervisor.</li> </ul>
<b>Salary/Hours</b>	<p>\$56332.64 / Year – Exempt position Office Hours: Monday – Friday 8:30 a.m. to 5:00 p.m. Occasional evening hours as required.</p> <p>The YMCA of Greater Houston has outstanding benefits including medical, dental, and vision insurance, long-term disability, life insurance, paid holidays, and 12% retirement paid by our Association upon meeting eligibility requirements.</p>
<b>Address</b>	3110 Hayes Road, Suite 300
<b>City, State, Zip</b>	Houston, TX 77082
<b>Application Method</b>	Please apply online at <a href="https://www.ymcahouston.org/job-opportunities/">https://www.ymcahouston.org/job-opportunities/</a>
<b>Opening Date</b>	Immediately

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