

<b>Job Title</b>	PRS Family Support Coordinator
<b>Employer/ Agency</b>	YMCA
<b>Job Description</b>	<p><b><u>Position Overview</u></b> The Family Support Coordinator will provide Post Release Services (PRS) for Unaccompanied Children (UC). This position will report to the Regional Supervisor. This position is hybrid and based in Houston</p> <p><b><u>Duties/Responsibilities</u></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</li> <li>• Perform all other duties as needed and/or as directed by supervisor including airport pickup of newly arrived refugees.</li> </ul>
<b>Qualifications</b>	<p><b><u>Requirements</u></b></p> <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> <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> </ul>

	<ul style="list-style-type: none"> <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 <b>REQUIRED</b>; proficiency in additional languages is 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><u>TRAVEL</u></b> Travel is primarily for home visits, although some out-of-area and overnight travel may be expected.</p>
<b>Salary/Hours</b>	Base Pay: \$66,019.20/Year Full-time
<b>Address</b>	1331 Hayes Dr, Ste 300
<b>City, State, Zip</b>	Houston, TX, 77082
<b>Contact Person</b>	Bushra Zahurussalam
<b>Email Address</b>	Bushra.Zahurussalam@ymcahouston.org
<b>Application Method</b>	Apply Here: <a href="https://secure6.saashr.com/ta/6082553.careers?CareersSearch=">https://secure6.saashr.com/ta/6082553.careers?CareersSearch=</a>
<b>Opening Date</b>	Immediately Closes March 1st

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