



Catholic Charities
of the Archdiocese of Galveston-Houston



Catholic Charities is currently accepting applications in various disciplines. We offer an environment that values diverse backgrounds, competent employees and quality performance. Our competitive benefits package includes health, dental, long-term disability, life insurance, FLEX plan, 401(k), and an Employee Assistance Program (EAP).

We are committed to helping people in need achieve self-sufficiency. Catholic Charities is an equal opportunity employer.

All interested candidates should send a letter of interest indicating which position he or she is applying for, a resume and salary requirements to Catholic Charities, Attn.: Human Resources, P.O. Box 66508, Houston, TX 77266, or email at hr@catholiccharities.org

* To be considered for a position, applicants **must** reference a particular position. If applying for a position via email, please specify the position name in the subject line.

Positions available as of May 2010:

Foster & Adoptive Family Trainer

Our **Foster Care and Special Needs Adoption team** has an exciting opportunity for a Foster and Adoptive Family Trainer at our offices in Houston, TX. The individual that fills this position will be responsible for providing pre-service PRIDE training, identifying, scheduling and providing ongoing training needs of foster families, organizing retention activities and some recruitment activities. Ideal candidates will be an experienced PRIDE trainer with Master's or Bachelor's degree in social work or related human services field. A minimum of two years experience in foster care or adoption required. The position requires a flexible schedule including evenings and weekend hours.

Bilingual Case Worker

Our **Refugee Resettlement team** has a rewarding opportunity for a Case Worker at our offices in Houston, TX. This is a grant-funded position that will end September 30, 2010. The individual that fills this position will be responsible for assisting case workers with pre-arrival housing set-up, which includes buying food and care packages, and setting up furniture in multiple apartments before refugees arrive in Houston. This individual will also assist staff with the provision of weekly donations to refugees, assist case worker to organize any stored items, and provide assistance to case managers and job developers, as needed. Ideal candidates must have a high school diploma and be fluent in English and another refugee language, preferably Burmese or Arabic.

P/T Family Wellness Trainer

Our **Refugee Resettlement team** has an exciting opportunity for a Family Wellness Trainer at our offices in Houston, TX. The individual that fills this position will be responsible for contacting eligible refugee clients and service providers to participate in training workshops. This individual will also perform outreach to different refugee communities and establish links with social service agencies. Ideal candidates must have a Bachelors degree in social science or related field, or comparable experience with immigrants/refugees. One to three years experience in child or family counseling, social work, refugee resettlement, or social service agency experience with an emphasis on refugees/immigrants. Fluency in one refugee language, preferably Arabic or Burmese.

Bilingual Clinical Supervisor

Our **Counseling Services team** has a rewarding opportunity for a Clinical Supervisor at our offices in Houston, TX. The individual that fills this position will be responsible for clinical supervision and peer consultation for Counseling staff. This individual will also ensure proper maintenance of client records and that documentation meets all required standards (ORR, COA, DUCS), and provide direct client service delivery. Ideal candidates will have a Master's degree in social work, counseling, or other mental health field with advanced Texas licensure (LCSW, LPC, LMFT). A minimum of two years experience in counseling and native fluency in Spanish and English required.

Placement Worker

Our **Unaccompanied Refugee Minor program** has a rewarding opportunity for a Placement Worker at our offices in Houston, TX. The individual that fills this position will provide therapeutically based direct client services to our foster care program serving minors who have been designated as a refugee, asylee, or victim of human trafficking. This individual will also monitor families to ensure consistent service provisions and maintenance of annual licensing requirements. Ideal candidates will have a Masters degree with two years experience in placement services. Bilingual in English and Spanish strongly preferred.

Bilingual Legal Caseworker

Our **St. Frances Cabrini Center for Immigrant Legal Assistance** team has a rewarding opportunity for a Legal Caseworker at our offices in Houston, TX. The individual that fills this position will: conduct legal intakes and assessments for refugees and asylees, monitor legal cases for refugees and asylees who are applying for legal permanent residency and family reunification; as well as, prepare physical files, enter data, file notices from USCIS and other correspondence in the physical file. This individual will also collaborate with Refugee Resettlement in an effort to provide language translation for clients. Ideal candidates will have a Bachelors degree in social science or related field, or comparable experience and a minimum of one year legal casework and/or clerical experience; demonstrated research and writing skills; knowledge and proficiency in basic typing skills and Microsoft Office 2007; ability to handle and maintain confidential information; demonstrated multi-cultural skills and sensitivity. Must have reliable transportation, valid Texas driver's license and evidence of insurability. Fluency in English and Spanish (speak, write, read) is required.

Foster Care Clinician

Our **Pregnancy and Children's Services team** has a rewarding opportunity for a Foster Care Clinician at our offices in Houston, TX. The individual that fills this position will provide therapeutically based direct client service delivery to foster parents, adoptive families and foster children including child placement, assessment, supervision, case management, service planning, permanency planning, risk assessment, and foster parent in home training and mentoring. This individual will also maintain child, foster home and adoptive home records to meet state licensing standards and provide documentation of all medical, dental, therapeutic logs, Plans of Service, and Quarterly Reviews to CPS. Some evening and weekend work is also anticipated as part of this job description. Ideal candidates will have a Masters Degree in Counseling, Social Work or related field with two years experience in child placement. A Bachelors degree in related field with child placement experience may also apply. Fluency in English and Spanish is preferred, but not required.

Bilingual Social Worker

Our **Senior Services team** has a rewarding opportunity for a Social Worker at our office in Fort Bend County. The individual that fills this position will be responsible for providing case management for seniors 60 years of age or older. These case management services will include: comprehensive assessments, service planning, case management, education, counseling, and referrals to appropriate community service providers. This individual will also be responsible for making client home visits, and transporting clients to medical appointments, grocery shopping, and/or pharmacy in agency vehicle. Ideal candidates will have a Masters degree in Social Work with an LMSW preferred, and at least one

year of experience working with seniors. This individual must also be able to demonstrate strong interviewing and assessment skills, and knowledge of community resources. Fluency in English and Spanish is preferred.

Bilingual Independent Living Skills Coordinator

Our **Unaccompanied Refugee Minor Program** has an exciting opportunity for an Independent Living Skills Coordinator at our offices in Houston, TX. The individual that fills this position will be responsible for the following: assessing each foster youth's level of independent living skills; providing and developing an individualized, goal oriented, life skills program for identified immigrant foster youth transitioning out of care; partnering with communities to access resources as well as seeking on-line resource tools and products; working as part of a team to help preserve continued support and community connections; managing & monitoring the ILS component; and providing support services to all eligible youth. Ideal candidates will have a Bachelors degree in social work or related field, experience working in a social service setting or classroom setting and be fluent in a language commonly spoken by refugees and immigrants. This individual should also have experience with in-group instruction and curriculum development, multi-lingual. Skilled in cultural competency and sensitive to diverse populations is also a plus.

Bilingual Youth Care Worker

Our **St. Michael's Home For Children** has a rewarding opportunity for several Youth Care Workers at our office in Houston, TX. The individuals that fill these positions will be responsible for providing close supervision, nurturing and an educational environment for residents of SMHC. Additionally, ensuring their safety and security at all times. Reporting any building safety and risk concerns to the Shift Leader. This position is also attentive to the alarm system for any sounding breach in security. Ideal candidates will have a high school diploma and several years experience working with juveniles, especially adolescents. Fluency in English and Spanish is also a requirement.

Bilingual Youth Care Worker

The **Unaccompanied Refugee Minor Program** at Catholic Charities has a rewarding opportunity for a Youth Care Worker, in our long term foster care program, at our offices in Houston, TX. The individual that fills this position will provide supervision to clients in their daily activities as well as creating a nurturing home environment, providing transportation for residents and supervising them during recreational activities and outings and providing support to the direct care staff and foster parents. Ideal candidates will have a Bachelor's degree and extensive experience working with juveniles. Fluency in English and Spanish required. Must have reliable transportation, valid TDL and evidence of insurability.

Director of Special Events

Catholic Charities' Development Team is seeking an experienced Director of Special Events. The individual that fills this position is responsible for assisting with the implementation of organizational development strategies. Responsibilities include leading and executing all aspects of fundraising and stewardship events; assisting in the identification, cultivation and stewardship of major donors; maintaining accurate donor files and overseeing timely follow-up and acknowledgement of donations. Ideal candidates will have a Bachelors degree and three or more years of progressively responsible experience in, and knowledge of planning, production and management of large, small, high profile, and less-formal events for diverse and distinguished guests, with the ability to formulate creative ideas, and to analyze, evaluate, and negotiate details reflective of a successful event. Candidates must also have a working knowledge of various software packages including Microsoft Office programs, publishing software, etc. Experience working in Raiser's Edge is also preferred.

Database Analyst

The **Information Technology team** has an exciting opportunity for a Database Analyst at our offices in Houston, TX. The individual that fills this position will be responsible for modeling, designing, implementing, and maintaining our client management databases, ensuring that solutions meet program objectives. Additionally, the Database Analyst will configure and optimize databases from other software solutions to minimize query processing times, develop and maintain database programmable objects, perform database integrations, work closely with program supervisors in a collaborative capacity on new projects as well as to maintain existing systems, and identify and exploit database-related services as needed. Finally, the Database Analyst will assist the IT Department in backing up and restoring databases, establishing and maintaining database security, and monitoring of databases as needed. Database development and data modeling skills are required. Ideal candidates will have a Bachelors degree in computer science or information systems and a minimum of 2 years experience in PC computer hardware and software support within a data systems environment. Candidates must also have a minimum of 2 years experience designing databases to MS SQL and MS Access, as well as some experience in programming knowledge (Visual Basic or Java) preferred.

Basic Needs Associate Director

The **Basic Needs Services team** has an exciting opportunity for an Associate Director at our offices in Galveston County. This position will assist Basic Needs Director develop, implement, and evaluate Basic Needs Service Delivery flow with case management services (including food and financial assistance) in Central, Southern and Western Regions. This individual will also provide training to staff in the area of Basic Needs Services and Council of Accreditation; case consultation/direction to staff on an ongoing basis; participate in basic needs assistance meetings and consortiums, partnerships in order to ensure best practices, trends and needs of clients; complete and submit grant applications for basic needs in collaboration with Regional Director, Basic Needs Director, and Fund Development staff; assist Basic Needs Director maintain financial records, monitor revenue and expenditures for funding received; ensure client data is collected and entered into the required databases; assist Basic Needs Director and Client Relations/ Compliance Specialist prepare internal and external reports for funding sources and submits reports as per contract timeline, ensure that clients' files and recordkeeping are in compliance with COA standards and follows funding source guidelines and requirements; assist, plan, recommend and coordinate with Basic Needs Director in securing funding for the Basic Needs Service Program; appraise Director of Basic Needs of any trends or concerns in program; and assist Basic Needs Director monitor program performance and budgets, and address any variance issues. Ideal candidates will have a Masters degree and/or seven years of experience in the social service arena - specifically basic needs case management services strongly preferred.

Bilingual Case Manager

Our **St. Michael's Home for Children** has a rewarding opportunity for a Case Manager at our offices in Houston, TX. The individual that fills this position will be responsible for the case management of children assigned to each case load within the shelter, ensuring service delivery and proper documentation for the services to unaccompanied alien children in federal custody. This individual is also responsible for ensuring the communication and facilitation of clients with family, local/state/federal government entities, and international consulates as needed in the progress of the case. Ideal candidates will have a Bachelors degree in the social services field such as social work, psychology, sociology with preferred experience in shelter/ residential care services. Two years experience working with children, adolescents and families is also required. Fluency in English and Spanish is required.

P/T Bilingual Driver

Our **Immigration and Refugee Services team** has a rewarding opportunity for a part-time Driver at our offices in Houston, TX. The individual that fills this position will be responsible for driving clients to and from work in a timely manner. This individual will pick up and drop off clients from their apartment complex and transport them to and from their work location. Ideal candidates will have a High School diploma and be 21 years or older. Applicants must have a Texas Driver's License with a clean driving record and be fluent in one refugee language and English. Applicants must also be able to read maps and be familiar with major freeways and roads in the Houston area.