



Position: Post-Release & Home Study Case Manager

Supervisor: Program Manager

Program: Family Reunification

Location: Dallas-Ft. Worth Metroplex area and New Mexico

Type: Full-time

Classification: Non-Exempt

ABOUT MOSAIC FAMILY SERVICES

Mosaic Family Services is a safe haven for survivors of human rights abuses including intimate partner violence and human trafficking. Mosaic provides shelter, counseling, and comprehensive social services as well as legal representation. Mosaic Family Services transforms, empowers, and rebuilds our clients' lives through culturally competent services.

Summary

The Case Manager will assess the potential placements for unaccompanied minors, including background interviews and home study and providing resources for sponsor families to ensure the safety, security, and health of the unaccompanied minor.

Note: Position requires great flexibility and willingness to travel in the Dallas-Ft. Worth Metroplex area and New Mexico. Position also requires a valid driver's license and proof of insurance.

Essential Job Duties and Responsibilities:

- Assessment of potential placements for UAC, including background interviews and home study.
- Providing culturally and linguistically appropriate post placement services and comprehensive case management for UAC.
- Conducting calls, interviews, and home visits with UAC.
- Developing individual case plans with particular attention to culture, language, and special circumstances.
- Maintaining case files.
- Providing information, education, referrals, outreach, advocacy, and support to ensure that each child receives the services they require.
- Assessing the safety and appropriateness of the placement on an ongoing basis using child welfare principles and social work best practices.
- Building a network of local pro bono legal resources/services and care providers to establish services for UAC, facilitating access/removing barriers to those services, and tracking individual progress via an online database.
- Submitting written reports as required.
- Coordinating/maintaining communication with key stakeholders.
- Participating in regular training and communication sessions with both on-site and casework supervisor and contract's affiliate programming staff (Heartland Alliance).
- Other duties as assigned by Program Director.

REQUIREMENTS:

- Bachelor's degree (BA or BSW).
- Master's degree (MA or MSW) preferred.
- A minimum of two years' experience in case management, preferably working with, serving, and advocating on behalf of immigrant and refugee children.
- Experience in child welfare, child placements, and family preservation.
- Prior experience with social service provision.
- Must possess an extensive knowledge of immigrant community local resources.
- Excellent organizational, verbal, written, and interpersonal communication skills.
- Excellent organizational and time management skills.
- Detail oriented, able to multitask and meet deadlines.
- Self-motivated, able to work in a team and independently.
- Ability to prioritize duties in a fast-paced environment.
- Must have a valid driver's license, insurance, a clean driving record, and personal transportation. Position requires frequent local and long-distance travel.
- Must be able to travel with limited notice.
- **Fluency in Spanish required (a language proficiency exam is required); proficiency in additional languages a plus.**
- Candidate must have dedication to the human rights of refugees, immigrants, asylum seekers and displaced people.

Benefits:

- Health insurance
- Vision insurance
- Dental insurance
- Life insurance
- AD&D insurance
- Retirement matching
- Paid Time Off
- Paid holidays
- Paid Parental Leave

DEI Statement

Mosaic is committed to creating and advancing a culture of inclusion, diversity and belonging where all feel engaged, respected, and valued. Mosaic will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, gender, gender identity, sexual orientation, age, familial status, or disability. We strongly encourage persons with lived experiences of our client populations in addition to members of traditionally underrepresented communities to apply, including people of color, LGBTQIA+ identified people, gender-nonconforming people, people with disabilities, veterans, and people who speak a language in addition to English.

To apply for this position, please send a resume and cover letter to janeo@mosaicervices.org and valerieb@mosaicervices.org.