Job Title: Family Support Coordinator (Bilingual Spanish)
Job Type: Full Time
Salary: $40,000-$45,000
Location: Metairie, LA

ORGANIZATION
Jewish Family Service of Greater New Orleans (JFS) is a constituent agency of the Jewish Federation of Greater New Orleans and a community impact partner of United Way of Southeast Louisiana. Established over 70 years ago, Jewish Family Service is a “whole person environment,” serving the residents of Greater New Orleans without regard to race, religion, disability, gender, or sexual orientation.

OVERVIEW
The Family Support Coordinator will provide Post Release Services (PRS) for Unaccompanied Children (UC). This position will report to the Regional Supervisor.

DUTIES AND RESPONSIBILITIES
• Provide culturally and linguistically appropriate post placement services and comprehensive case management for UC;
• Complete individualized needs assessments with UC and sponsor, and develop case plans with particular attention to culture, language, and special circumstances;
• Carry a minimum caseload of 25, but not to exceed 40 cases;
• Maintain a high standard of record-keeping according to USCRI and ORR policies and procedures.
• Provide information, education, referrals, outreach, advocacy, and support to ensure that each child receives the services they require;
• 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;
• Build a network of local pro bono legal resources and service providers to facilitate access for UC and sponsors, and track individual progress;
• Coordinate and maintain communication with key stakeholders;
• Participate in regular training and communication sessions with supervisor and headquarters staff; and
• Other duties as assigned by supervisor.

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job duties indicated is not to be an exhaustive statement and other job-related duties may be assigned as required by the supervisor(s).

REQUIREMENTS
• 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;
• Experience with immigrant populations, child welfare, child placements, family preservation and social service provision is desired;
• Must be skilled at writing professional, thorough reports;
• Must possess an extensive knowledge of immigrant community local resources;
• Excellent organizational, verbal, written, and interpersonal communication skills, and 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 up to 50 percent long distance travel with limited notice;
• Position is remote and the candidate must have an appropriate workspace to complete documentation, client phone calls, and video conferencing;
• Fluency in Spanish is required; proficiency in additional languages a plus;
• Candidate must demonstrate a commitment to comply with mandatory state reporting requirement for child abuse and neglect;
• Candidate must have dedication to the human rights of refugees, immigrants, asylum seekers and displaced people;
• Candidate must pass a criminal background check that includes past history of conviction of child and sexual abuse; and
• Possess or be able to obtain CPR and basic first aid certification.

TRAINING REQUIREMENTS

• Satisfactory completion of USCRI and ORR required trainings prior to serving clients and on an annual basis.

If you meet the minimum requirements, please send resume, cover letter and references to jobs1@jfsneworleans.org.