

Date Posted: 9/18/09

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Case Manager

Employer/ Agency: Tahirih Justice Center

Job Description: By providing holistic legal services and engaging in national public policy advocacy, the Tahirih Justice Center (Tahirih) works to promote access to justice in the United States for immigrant women and girls who are fleeing violence. Tahirih is a Bahá'í-inspired nonprofit organization that offers pro bono representation to women and girls seeking protection from such gender-based human rights abuses as domestic violence, sexual assault, human trafficking, female genital mutilation, honor crimes, and forced marriage. Winner of the 2007 Washington Post Award for Excellence in Nonprofit Management, Tahirih has a staff of 30, with offices in Falls Church, VA and Houston, TX.

Tahirih is currently seeking to fill the position of Case Manager in its Houston office. The ideal candidate will have experience working with female victims of violence from multi-cultural backgrounds. Additionally, the candidate will speak another language, have a professional demeanor, be detail-oriented, self-motivated, and a team player. S/he must be committed to the promotion of justice for women and girls, and to the foundational values of Tahirih.

Primary responsibilities will include:

- Conduct phone screenings and client intakes
- Manage case files
- Assist with case filings and court preparations
- Gather case evidence
- Assist in drafting client affidavits and completing legal forms

- Research the treatment of women in various countries
- Coordinate social services and medical referrals for clients
- Database management - Maintain case statistics
- Draft correspondence
- Provide general administrative support

Qualifications:

- A college degree in Social Work or related field;
- Excellent writing skills;
- Meticulous organizational habits with an ability to manage large amounts of information, establish priorities, and meet deadlines;
- Extremely responsible, self-initiating, and focused;
- Ability to multitask and work in a fast paced environment with people from diverse cultural backgrounds and personalities;
- Must speak a foreign language;
- Excellent knowledge of databases and client management software and
- An informed interest in human rights issues.

Salary/Hours:

Annual salary is \$28,000 - \$33,000 depending on experience. Generous benefits including: 15 days of paid accrued vacation during the first year (20 days of vacation after the first year), additional week vacation between Christmas and New Years, 403(b), flex-spending account, sick and parental leave, fully-paid health and dental insurance coverage, 403(b) plan, flex-spending account, in-house training programs, professional development stipend, and staff enrichment retreats. A part-time schedule, no less than 75%, is possible.

**Employer/ Agency:
Address:
City, State, Zip:**

Tahirih Justice Center, Akin Gump Strauss Hauer & Feld LLP
1111 Louisiana, 44th Floor
Houston, TX 77002

**Contact Person:
Contact Title:**

Anne Chander, J.D.
Houston Director

Telephone: 713-250-2175
Email: justice@tahirih.org

Application Method: Please email a cover letter, resume, and a list of three references to Anne Chander, J.D. (listed above).

Applications will be considered on a rolling basis as they are received. A final hiring decision is dependent on receipt of a grant scheduled to be awarded by September 30th 2009.

Please note: Candidates applying must have work authorization in the United States.

Opening Date: September 30, 2009

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you