



**KIDS IN NEED OF DEFENSE
SOCIAL SERVICES COORDINATOR
Baltimore
JANUARY 2017**

Background: Kids in Need of Defense (KIND) is an innovative partnership among the Microsoft Corporation, Angelina Jolie and other interested philanthropists, law firms and corporate supporters. KIND is dedicated to providing both pro bono representation and positive systemic changes in both law and policy to benefit unaccompanied immigrant and refugee children. Launched in fall 2008, KIND is headquartered in Washington, DC and has field offices across the US.

Responsibilities: KIND seeks a full-time Social Services Coordinator for its Baltimore field office. The Social Services Coordinator will be responsible for working with KIND's child clients and their families to identify needs and gaps in services, and assist families in accessing services related to education, health, mental health, housing, mediation, and child care. The ideal candidate will have experience working with and within immigrant communities in the US, will have working knowledge of the challenges and limitations in accessing public services, and have a high level of cultural competence. The staff member's responsibilities will include, but will not be limited to, the following:

1. Develop and maintain a knowledge base of social services available to clients in assigned work areas;
2. Establish working relationships and partnerships with local service providers and administrators in each service area to enhance the referral process;
3. Conduct assessments of referred clients, including the larger context in which the child is living, identifying needs, barriers and safety concerns;
4. Develop a comprehensive service plan in conjunction with the child, his/her family, and his/her attorney, when appropriate, and maintain documentation regarding attempts to access services, and service delivery;
5. Complete referrals to services, assist families in completing intake requirements for these services and follow up as necessary; and
6. Assist KIND Legal staff on working with families in crisis and transition.

Qualifications for the Ideal Candidate:

1. Fluency in English and Spanish, spoken and written, required;
2. BSW preferred, bachelor's degree required;
3. Two to three years of experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
4. Ability to work collaboratively, and preferably, prior experience working with attorneys, law firms, or other legal service providers;
5. A strong record of cultural competence and cross-cultural communication skills;
6. Experience working with a diverse team of social service providers and advocating on behalf of clients;
7. Self-starter who will be able to create a network of resources and contacts within a large metropolitan area.

To Apply:

Applications, including a cover letter, resume, salary range requirements, writing sample and three references, should be sent to: jobs@supportkind.org with "Social Services Coordinator – Baltimore" in the subject line.

Applications that do not contain all of the above-listed required materials will not be considered.

Applications should be submitted as soon as possible, and not later than the posted deadline. Applications will be considered on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified. Please no inquiries or phone calls.

KIND is an EOE committed to inclusive hiring and dedicated to diversity in both its staff and work.

The selected applicant will be asked to undergo a background check before acceptance of the final offer.