



## EMPLOYMENT OPPORTUNITY

**DATE OF POSTING:** July 2010  
**POSITION TITLE:** Case Manager  
**PROGRAM:** Head Start  
**WORK SCHEDULE:** Full Time – Exempt  
**POSITION REPORTS TO:** Lead Case Manager

### QUALIFICATIONS/REQUIREMENTS:

Bachelor's degree in Early Childhood, Child Development, Social Work or Human Services related degree. Demonstrated knowledge and skill in 0-5 child development. Experience with home visiting, case management, and family / community work needed.

### TYPICAL DUTIES/RESPONSIBILITIES:

Recruit families for Head Start Program. Develop and implement service planning with families who are participants in the program. Provide home visits on a regularly scheduled basis. Broker, advocate, and refer families as needed peer program policy. Provide crisis intervention and regular services. Complete all case management, early childhood education, MIS and agency forms as required.

**This is a limited grant funded position dated through September 29, 2011**

Please complete application and:

<b>Mail to:</b>  Riverbend Head Start and Family Services P O Box 250 Alton, IL 62002	<b>Fax to:</b>  618-463-5915	<b>e-mail to:</b>  <b>lbostick@riverbendfamilies.org</b>
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Resumes will not be accepted.

FOR MORE INFORMATION, CONTACT: Human Resources at 618-463-8701 or 618-463-8700