



EMPLOYMENT OPPORTUNITY

DATE OF POSTING: December 2009
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 per program policy. Provide crisis intervention and regular services. Complete all case management, early childhood education, MIS and agency forms as required.

Please complete application and:

Table with 3 columns: Mail to, Fax to, e-mail to. Mail to: Riverbend Head Start and Family Services, P O Box 250, Alton, IL 62002. Fax to: 618-463-5915. e-mail to: lbostick@riverbendfamilies.org

Resumes will not be accepted.

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