

RIVER VALLEY CHILD DEVELOPMENT SERVICES

Internal/External Job Posting



DATE POSTED: June 27, 2018

OPEN UNTIL FILLED

PROGRAM NAME: Connect CCR&R

JOB TITLE: Case Manger

QUALIFICATIONS:

Case Manager Position Connect Child Care Resource & Referral - Charleston, WV
Requires Bachelor's Degree - Human Services, Social Work, Sociology, Psychology, Counseling, Interpersonal Communications, Elementary or Special Education, or Behavioral Science Experience in a human services field preferred but not required Salary range \$32,000 (BA) -\$36,000 (MA+30) - based on education, non-negotiable Manage caseload of 150-250 families for child care assistance, determine eligibility for services, maintain case files, input data in database; requires excellent customer service skills & attention to detail; face to face interaction with clients; must be able to work well with other case managers and meet deadlines; no home visits. Excellent benefits offered. Must pass a drug screening.

Go to www.rvcds.org to view job description and application

TO APPLY, CONTACT:

Whitney Smith, Human Resources Coordinator
River Valley Child Development Services
wsmith@rvcds.org
611 Seventh Avenue
Huntington, WV 25701
(304) 523-3417
(304) 523-2678 (fax)

All job positions: Must pass drug test. EOE- M/F/V/D

It is understood that employees will not be considered eligible for transfer
To another position or geographic area for one year after employment,
Unless authorized to do so in writing by the Executive Director.