

# RIVER VALLEY CHILD DEVELOPMENT SERVICES

## Internal/External Job Posting



**DATE POSTED:** December 11, 2018

**OPEN UNTIL FILLED**

**PROGRAM NAME:** Link CCR&R

**JOB TITLE:** Case Manger

### **QUALIFICATIONS:**

Case Manager Position for Link Child Care Resource & Referral - Huntington, 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 \$33,000 (BA) - \$37,000 (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

**\*Go to [www.rvcds.org](http://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

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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.**