



**Position Title:**

Bilingual Service Coordinator/Case Manager

**Employer:**

**Location:**

**Counties Served:**

**Salary:**

Health Planning Council of  
Southwest Florida/  
Gulf Central Early Steps

Sebring, FL

Hardee  
Highlands

\$40,000-\$57,499.00

**Position Description:**

Do you want to be part of a team helping families of children who are concerned about their child's development get the necessary services they need? The Health Planning Council of SW Florida, Early Steps program, is seeking a full time Service Coordinator/Case Manager. Service Coordinators are a key part of a team of professionals who provide early intervention services to families of children birth to 36 months with developmental delays. The Service Coordinator is actively involved in regular contacts with families, facilitating and arranging meetings with the family and their team of providers and providing information that will help the families with their child's development. They are also responsible for documentation of the services and strategies recommended for the family and need to have excellent computer skills.

**Qualifications and Skills**

A bachelor's degree or higher in psychology, social work, health education, interdisciplinary sociology, early childhood, child development or special education is required, with one year of experience with young children and families in a case management, counseling or teaching role, or with individuals with special needs and/or developmental delays of any age in a case management role.

**-OR-**

A bachelor's degree or higher in an un-related field, with at least three years of experience in case management, teaching or counseling with young children and families, or with individuals with special needs and/or developmental delays of any age in a case management role would be considered.

Organizational skills, time management and computer skills are highly recommended.

The Health Planning Council is a drug free workplace, and offers an excellent benefits package including health, dental and vision insurance.

**Benefits**

HPC has an excellent benefits package that includes Medical, Dental, Vision, EAP, Supplemental/voluntary insurance, Retirement with 10% salary contribution to a 401k, Excellent PTO (9 hours per pay period accrued for 0-5 years of service, 10 hours after 5 years), plus 5 additional personal days. We also offer flexible work schedules to allow for work-life balance.

**Requirements:**

**Preferred:**

**Contact:**

Bachelor's degree  
Time Management  
Case Management  
Organizational Skills  
Bilingual -Spanish

Teaching  
Special Education

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