



Position Title:

Early Steps Clinical Case Manager

Employer:

University of Florida

Location:

Jacksonville

Counties Served:

Baker, Bradford, Clay, Duval,
Nassau, St. Johns

Salary:

45,500 -55,000

Position Description:

- Participates in/conducts developmental evaluations/screenings, consultations, direct services, and family assessments in collaboration with the multidisciplinary team when appropriate for the purpose of completing intake, determining eligibility, monitoring progress, updating IFSPs, and planning/providing intervention.
- Works with IFSP team to ensure State and Federal timelines are met with regard to timely service delivery, transition, IFSP development/updates, and LEA/SEA notification.
- Recommends, coordinates, and makes referrals to community services to meet identified outcomes on Individualized Family Support Plans.
- Maintains current and accurate client records, including program plans, intervention notes, case notes, and billing information, timely and accurately for payment.
- Participates in local and statewide meetings and trainings to ensure best practice and compliance; Completes trainings/modules as required by the program and organization.

Required:

- Master's degree in an appropriate area; or a bachelor's degree in an appropriate area and two years of relevant experience.

Preferred:

- Bachelor's degree in Early Childhood or Early Childhood Special Education, Social Work, Psychology, or Sociology.
- Two years of appropriate experience with children birth to five with special needs.

Contact:

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Application or Job Posting Link:

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