



**Position Title:**

Bilingual Service Coordinator/Case Manager

**Employer:**

**Location:**

**Counties Served:**

**Salary:**

Health Planning Council of  
Southwest Florida/  
Gulf Central Early Steps

Collier County

Collier

\$42,500 - \$59,000 a year

**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 bilingual 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.
- 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 is preferred.

**-OR-**

- A bachelor's degree or higher in an unrelated 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.
- Bilingual Spanish

**Contact:**

**Application or Job Posting Link:**

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