

Uniting Parents

Parent Case Management Position Available

Coalition of Health Services, Inc. is seeking a full-time parent case manager for the Uniting Parents program. The parent case manager will help families of children with disabilities, ages 0-21 access needed services. Position available immediately.

- **Minimum High School diploma or associates degree in human services related field**
- **Parent, guardian or close family member of a child with disabilities necessary**
- **Serves as a liaison between family members and social service agencies**
- **Good interpersonal skills needed to communicate with a variety of people**
- **Bilingual in English and Spanish, a plus but not necessary**
- **Knowledgeable of services for children with disabilities**
- **Promotes outreach and public awareness**
- **Organized and task oriented**
- **Adequate knowledge of software computer programs such as: WORD, EXCEL, Power Point, etc....**
- **Promotes and assures implementation and coordination of assessments and service plans**
- **Completes all required reports and submits in a timely manner**
- **Promotes education and training of family members so they can become their own self advocates**
- **Flexible hours with occasional evenings or Saturday work required**
- **Travels to sites as appropriate and some overnight travel required**

Base pay begins at \$22,880.00 plus benefits. Contact Maria Garcia, M.Ed. at maria.garcia@cohs.net or 806-337-1700 x212. Application also available for download at: <http://www.cohs.net/job-opportunities>.