**Uniting Parents**

**A program of the Coalition of Health Services, Inc.**

**Amarillo Area 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 associate’s degree in related field**
* **Parent, guardian or close family member of a child with disabilities a requirement.**
* **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 about services for children and youth with disabilities**
* **Promotes outreach and public awareness**
* **Organized and task oriented**
* **Adequate knowledge of software computer programs such as: WORD, EXCEL, Power Point, etc….**
* **Completes assessments and service plans in a timely manner**
* **Completes all required reports and submits in a timely manner**
* **Promotes education and training of clients and their family members.**
* **Flexible hours with occasional evenings and/or Saturday work required**
* **Travels to sites as appropriate and some overnight travel required**

***Contact Maria Garcia, M.Ed. at*** maria.garcia@cohs.net ***or 806-337-1700 x212 for information regarding pay rate. Application available for download at: http://www.cohs.net/job-opportunities.***