**JOB POSTING**

**Care Coordinator Position:**

**United Cerebral Palsy Association of Hawaii**

**Job Details:**

**Location:** Honolulu, HI 96817; in office and field

**Schedule:** 37.5 hours a week- Monday through Friday

**Salary:** $45,000- $50,000 a year

**Job Type:** Full Time

**Qualifications:**

**Required:**

* Bachelor’s Degree in social service or education field (e.g., behavioral science, counseling, early childhood, human services, psychology, social work, or related field)
* A valid driver’s license along with auto insurance and reliable transportation (milage and parking expenses reimbursed)
* Microsoft Office proficient

**Preferred:**

* Experience with case management/care coordination of at least 1 year
* Experience working with young children, special needs children, and/or families of at least 1 year
* A Master’s degree in Social Work or Licensed Social Worker

**Benefits:**

* Health/drug/dental/vision insurance
* Paid time off (available after 3 month probationary period)

**Job Description:**

United Cerebral Palsy is looking to hire a full-time Care Coordinator to provide and coordinate services for children from birth to age 3 with developmental delays or disabilities in the Honolulu South area for Hawaii’s Early Intervention Services.

Responsibilities include, but are not limited to, collaborating with families and multidisciplinary team, conducting intake and assessments, coordinating home visits and meetings, developing Individualized Family Support Plans, connecting families to resources, attend/facilitate/ participate in staff and team meetings, and managing a caseload/client’s records meeting the Dept. of Health Early Intervention Section/State/Federal/and United Cerebral Palsy’s requirements.

**Signing Bonus:** Up to $1,000 paid in hiring incentive