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**JOB POSTING**

**POSTING DATE:** August 16, 2017  
**POSITION:** Child Development Infoline Care Coordinator  
**JOB GRADE:** 13  
**HOURS:** Monday through Friday, 9:00 a.m. – 6:00 p.m.; Full-Time  
**REPORTS TO:** CDI Supervisor

**POSITION SUMMARY:**

The CDI Care Coordinator provides care coordination functions within the specialized Child Development Infoline (CDI) unit, which assists consumers and providers to understand the services available through the Birth to Three Early Intervention System, Early Childhood Special Education, Help Me Grow and Children and Youth with Special Health Care Needs programs and makes referrals to these programs as appropriate. The CDI Care Coordinator handles calls related to the health, development, behavior and learning of children and supports families by providing information and education on these topics, researching and making referrals to services and providing continued support, advocacy and follow-up as needed. This position handles telephone cases, documents case information, mails information packets and networks with Birth to Three, Help Me Grow, Early Childhood Special Education and Children and Youth with Special Health Care Needs central office staff and community based providers. This position strives to fulfill the mission of United Way of Connecticut at all times while at work.

**QUALIFICATIONS AND SKILLS REQUIRED:**

- Bachelor's degree in special education, early child development or related health and human services field, plus a minimum of one year's experience working with children and their families (preferred), or Associate's degree in early child development or related health and human services field and three years' experience working with children and families required.
- Bilingual in English/Spanish strongly desired.
- Knowledge of typical and atypical child development and special needs conditions and understanding of Connecticut's service delivery systems for children and their families required.
- Proficiency with telephone and data systems required.
- Proficiency with MS Office applications.
- Ability to maintain a high level of confidentiality in day-to-day duties.
- Solid written and verbal communication, listening, organization and priority setting skills.
- Strong customer focus in all tasks and activities, even while under pressure.
- Solid problem solving skills.
- Ability to perform job with integrity and values consistent with the UWC Mission.

**TO APPLY:**

Submit resume and cover letter explaining how you qualify  
via email to [recruitment@ctunitedway.org](mailto:recruitment@ctunitedway.org).

**DEADLINE FOR SUBMISSION OF RESUME AND COVER LETTER: September 15, 2017**

**As a VEVRAA Federal Contractor, United Way of Connecticut, Inc. desires priority referrals of protected veterans for positions at its location at 1344 Silas Deane Hwy, Rocky Hill, CT 06067.**

**Any questions may be referred to [Recruitment@ctunitedway.org](mailto:Recruitment@ctunitedway.org).**

**United Way of Connecticut is an Affirmative Action/Equal Opportunity Employer.**

**Male/Female/Disability/Veteran**

**[www.ctunitedway.org](http://www.ctunitedway.org).**

**United Way of Connecticut, Inc. endeavors to make [www.ctunitedway.org](http://www.ctunitedway.org) accessible to any and all users.**

**If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact (860) 571-7500. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.**