



JOB POSTING

POSTING DATE: November 21, 2017
POSITION: Care4Kids Case Management Specialist
HOURS AVAILABLE: Monday through Friday: 8:00 a.m. – 4:30 p.m.; Full-Time
JOB GRADE: 12

POSITION SUMMARY:

The C4K Case Management Specialist is responsible for determining initial and ongoing client eligibility in the Care4Kids Program. This position strives to fulfill the mission of United Way of Connecticut (UWC) at all times while at work.

QUALIFICATIONS AND SKILLS REQUIRED:

- Bachelor's degree and one year's experience in customer service and/or eligibility determination in an office setting, or an Associate's degree and three years' customer service and/or eligibility determination in an office setting (preferred); or High School Diploma/GED and five years' customer service and/or eligibility determination in an office setting (required).
- Bilingual, English/Spanish preferred.
- Strong investigative, mathematical and computations skills.
- Proficiency with MS Office applications.
- Ability to maintain a high level of confidentiality in day-to-day duties.
- Ability to work under moderate supervision.
- Ability to follow strict guidelines in regard to verification and authorization.
- 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 work and produce in a team environment.
- Ability to relate well with people from diverse groups.
- 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.**

DEADLINE FOR SUBMISSION OF RESUME AND COVER LETTER: December 20, 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.

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

Male/Female/Disability/Veteran

www.ctunitedway.org.

United Way of Connecticut, Inc. endeavors to make 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.