

Life is short. Love your job!

We're hiring in Wheeling!

West Virginia Birth to Three RAU One, a program of Catholic Charities West Virginia, is hiring a full-time **Intake Service Coordinator** for our office in Wheeling, WV.

- The ISC will:
 - work with families of children with developmental delays or who may be at risk for developmental delays by conducting family interviews to gather child and family information and assisting families with initial linkages they may need
 - assist with eligibility determination and/or IFSP development
 - coordinate transition procedures as needed for the child and their family.
- Qualifications include:
 - a Bachelor's Degree from an accredited university in Human Services Field such as social work, early education, special education, elementary education, nursing, psychology, counselling, sociology, speech and language pathology or equivalent field of study
 - valid driver's license and dependable transportation
 - ability to work in a team environment
 - Strong case management, organizational skills and knowledge of child development preferred.
- **The position offers many benefits-health, vision, dental, MANY holidays, vacation time, sick days, 403B, and working with a supportive and fun team!**

Please submit a cover letter, resume, and three references to Wendy Miller at wmiller@ccwva.org by **Wednesday, November 8th, 2023.**

