Manager of Family Services

The Coalition is seeking a Manager of Family Services that will supervise the Family Service Specialist while reporting to the Vice President (VP) of Family Services.

This professional is directly responsible for overseeing the day to day operations of the Coalition’s Eligibility and Family Services department, overseeing the implementation of all program procedures associated with the determination of eligibility and family services, and performance status of the program. This supervisory professional will manage the daily activities of designated staff and special projects/programs as assigned. The Manager of Family Services also supervises monitoring activities to ensure compliance with program requirements, regulations and grant specifications. They will also assist in making policy decisions concerning placement and participation of children and families in the early learning programs. The Manager of Family Services must have advanced computer skills and experience in case management. Must be familiar with the State of Florida law regarding School Readiness and VPK programs and become proficient with the EFS Modernization, including the creation, production and usage of Tableau and Adhoc reports.

This professional must be available to work a flexible schedule including occasional weekend/evenings as required. This position requires a valid Florida driver’s license, availability of an automobile during work hours, and the ability to travel between all Coalition offices and travel locally or regionally for meetings, training and other job related activities or functions.

A BA/BS degree is required. Experience working in eligibility determination, provision of services under a county or state contract. Previous supervisory experience is preferred. Prior experience with Florida’s EFS Modernization program is a positive asset for the position. Should be well organized, have the ability to multi-task, be creative, energetic, a self-starter, able to prioritize, and work independently with minimal supervision.

Send resume and signed application to hr@elcpolk.org
An application can be found on the Career page at www.elcpolk.org

The Early Learning Coalition of Polk County is a Drug Free Workplace.

The Early Learning Coalition of Polk County is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.