



EARLY LEARNING COALITION
OF POLK COUNTY

Family Service Specialist

This is a professional position that provides eligibility determination and referral services to clients according to state and federal funding guidelines.

The Family Service Specialist provides referral information to parents who are seeking assistance with child care matters and determines the eligibility of these parents for financially assisted child care/School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) services according to funding guidelines. Such duties as face-to-face interviews with prospective clients, data entry, computer support, maintaining electronic records, client updates, and making telephone calls are required. The Family Service Specialist will also communicate with child care providers in the community for the approval of child care services, transferring of children from site to site, and the termination of child care services of families. This person must be able to function as team member and work on multiple projects at the same time. The position requires excellent organization skills and advance computer literacy in a Windows environment.

This person must be available to work flexible schedules, including occasional weekend/evenings as required. A valid Florida driver's license, proof of auto insurance, availability of an automobile during work hours, and the ability to travel locally or regionally for training, and other job-related activities and functions are required.

This position requires a High School Diploma or equivalent. An AA degree is preferred. This position also requires at least 2 years of experience in case management; experience in provision of services under a county or state contract.

An application is available on the website elcpolk.org. This position will close when filled. Email resume and signed application to:

Early Learning Coalition of Polk County
Attention: Human Resources
115 South Missouri Ave., Suite 501
Lakeland, FL 33815
Email: HR@elcpolk.org

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