

Texas Job Order Print Document

Job Order: 14161442

Print Date: 8/20/2020 5:03:35 PM

Office: 249 WF Sol MRG Eagle Pass

LWDB: Middle Rio Grande WF Board

Employer Information:

Employer Name: MIDDLE RIO GRANDE DEVELOPMENT (**Suppressed**)

How to Apply: **Provide a WorkInTexas Resumé Online (recommended), Via Email, In Person**

Company Website: NA

Application Comments: **Applications along with resume and transcripts will be submitted to the Central Office, Human Resource Department.**

Middle Rio Grande Development Council is an equal opportunity employer and auxiliary aides and services may be made available upon request to individuals with disabilities.

Location:

Main Address:

**MIDDLE RIO GRANDE DEVELOPMENT -
EAGLE PASS WORKFORCE CENTER
1200 FERRY ST**

EAGLE PASS, TX 78852

Mailing Address:

1200 FERRY ST

EAGLE PASS, TX 78852-4485

Contact:

Contact: **BONNIE S. BROWN**

Title: **Human Resource Director**

Phone: **(830) 876-3533**
x1228 Fax:

Email: **bonnie.brown@mrgdc.org**

Job Details:

Occupational Code: **21109900 Community and Social Service Specialists, All Other**

Job Title: **ChildCare Services (CCS) Case Manager**

Industry Code: **925120 - Administration of Urban Planning and Communit**

Number of Positions: **1**

Referrals: **50**

Earliest Date to Display: **8/11/2020**

Last Date Job Order Will Display: **9/10/2020**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **4 - 150 Days**

Special Job Category:

Job Duties and Skills:

Description:

Business hours of operation: Monday through Friday, 8:00 am to 5:00 p.m.

The primary responsibilities will include eligibility determination and enrollment of customers needing childcare services for workforce customers who are working or in training.

EXAMPLES OF WORK PERFORMED

Interviews clients or their authorized representatives to gather information to assess service needs.

Must be able to work on multi-tasks and coordinate benefits with childcare vendors and other agencies.

Develops and implements service plans to meet client needs.

Provides ongoing case management and serves as a liaison between clients, client families, and service providers.

Identifies problem areas and service gaps.

Documents case records.

Experience and Education

Applicants must possess a minimum of a high school diploma, plus three years of full-time experience in social service work or related work. Thirty semester hours from an accredited college or university may be substituted for each year of the required work experience. Preference will be given to customers with college hours or a degree.

Knowledge, Skills and Abilities:

Knowledge of community resources; of case management delivery systems; and of program policies and procedures.

All applicants must be able to use Microsoft Word and other software applications on a personal computer. Applicants should be customer-oriented and must be able to work with all types of customers served through the workforce centers.

Ability to communicate effectively; to assess client needs; and to coordinate client services.

Depending on experience, starting salary for these positions is \$22,000, All interested persons are encouraged to register with Work In Texas.

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For more information contact our TDD telephone number (830) 876-1260 or our main voice number (830) 876-3533.

Special Software/Hardware Skills Needed: **No**

Special Skills:

Job Requirements:

Minimum Age:

Test Done By: **NA**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **High School Diploma or Equivalent**

Months of Experience: **36**

Requires a Drivers License: **Yes, Operator License**

Near Public Transportation: **No**

Drivers License Certification: **Private Vehicle class**

Drivers License Endorsements:

Compensation and Hours:

Pay Comments: **DOE (Depends on Experience)**

Supplemental Compensation: **No**

Hours per Week: **Hours Not Specified**

Actual Hours:

Shift: **Day**

Benefits: **Medical, Dental, Vacation, Holidays, Sick Leave, 401K, Retirement/Pension**

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: Company Name is displayed, One-stop staff screens applicants, Staff contacts individual about qualifications

Job Application Information Needed:

Req Section

- Contact Information
- Employment History Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

Other Information:

Green Job: **Not Specified**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **Yes**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

Staff Information:

Category: **NA**

Job Developer Mandatory Listing: **NA**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold:

Job Order Followup: **8/26/2020**