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State of Illinois Jobs — Human Services Case Coordinator — Champaign, IL, USA

Description

The Human Services Case Coordinator position focuses on human services services, an area worth learning about through State of Illinois careers in Champaign, IL, USA. On a normal day, this means maintaining client service files and coordinating referrals to community programs while keeping records easy to follow. People with experience in case records and client communication can apply those strengths to this career area.

Responsibilities

- Maintain client service files.
- Coordinate referrals to community programs.
- Document progress clearly and share outstanding questions with the right colleagues.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with case records and client communication.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in case records, academic projects, or related service work provides useful preparation for human services case coordinator responsibilities.

Skills

case records, client communication, social services, communication, organization, accuracy

Career Information

Explore the State of Illinois official website for organization and career information.

Hiring organization
State of Illinois

Employment Type

Industry
Human Services

Job Location
Champaign, IL, United States

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Valid through
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