

<b>Job Title:</b> Administrative Coordinator
<b>Department:</b> Employment Service
<b>Posted:</b> October 12, 2017
<b>Wage:</b> \$13.97 – 14.54/hour DOE



Helping people live  
their greatest lives

*Are you looking for an opportunity to make a difference in the lives of people who have disabilities? Are you interested in social justice and advocating for personal and civil rights alongside people whose voices have historically been ignored? Are you a creative and passionate person looking to work for a dynamic organization with practices that are leading change in our industry? If you said YES to any of these, you may be just the person we are looking for to step into this role! Full benefits package including 120 hours of paid time off in first year (increases annually) and 7 paid holidays.*

**Essential Responsibilities:**

- Assist Program Manager to ensure Supported Employment Services employees complete all paperwork as required by 245D licensing.
- Assist Program Manager to ensure that all employees complete assigned training in a timely manner.
- Assist with developing and maintaining monitoring and tracking systems to ensure that staff are meeting billing and utilization standards.
- Maintain schedule of intakes and annual meetings for the people supported in the Supported Employment Program.
- Maintain participant service records and other files and records as assigned. Perform service record audits as directed.
- Assist with program budget development and monitoring.
- Must be able to serve as a positive role model for other employees and the people supported by CIP.
- Must be able to travel for work as needed.
- Must demonstrate excellent written and oral communication skills.

**Credentials/Qualifications:**

- High school diploma or GED is required. Bachelor’s Degree (or equivalent) in Human Services or a closely related field is preferred.
- Experience supporting people with disabilities, which may include past employment, internships, or personal/family experience, is preferred.
- Ability to meet the standards for being a designated coordinator as prescribed by 245D is preferred.
- Past experience performing administrative duties such as data entry, maintaining files (electronic and paper) is strongly preferred.
- Must have a valid driver’s license, driving record acceptable under agency policy, and reliable transportation.
- Must pass a Department of Human Services background study.

**Work Environment:**

The employee in this position typically works the majority of the time in an office setting. Candidates will be expected to work generally Monday – Friday, daytime hours, with some flexibility based on program needs.

**How to Apply:**

Please submit resume with cover letter to Shauna Cropsey, [scropsey@cipmn.org](mailto:scropsey@cipmn.org) or via fax to 612-353-4671. Please include the job title and your salary requirements on your cover letter.