



Helping people live
their greatest lives

**Position: Administrative Coordinator – Full Time
Community Services – Supported Living Partnerships**

\$13.97-\$14.54 an hour DOE

Company sponsored benefit package including health, dental and life insurance
120 hours of paid time off in first year (with future increases), 7 paid holidays

Send resume and cover letter to:

Deb Procknow, Community Services Program Manager at dprocknow@cipmn.org

Required Qualifications:

- High School diploma is required. Preference given to candidates with a Bachelor's Degree.
- Experience supporting people with disabilities, which may include employment, internships, or personal/family experience is preferred.
- Experience with administrative duties such as data entry, maintaining spreadsheets, maintaining files, etc. is strongly preferred.
- Ability to meet the standards for being a designated coordinator as prescribed by 245D
- Must be able to read, write, analyze and interpret documents and write reports.
- Must have clean driving record and reliable transportation
- Must pass a Department of Human Services background study

Responsibilities:

- Assist the Program Manager to ensure that case coordinators complete all paperwork as required by 245D including intake and annual meeting paperwork, case notes and billing.
- Assist program manager to ensure that all staff in Supported Living Partnerships complete assigned training in a timely fashion.
- Assist Program Manager to develop and maintain monitoring and tracking systems to ensure that staff meeting billing and usage standards.
- Maintain participant charts, department files and records. Perform participant chart audit under the direction of the Program Manager.
- Maintain on-call schedule. Maintain and order office supplies as needed for the program.
- May be responsible for providing back-up coverage for other employees in instances of employee paid time off, illness, etc.

Starting Date: June, 2016

Respond by: Monday, June 13, 2016

Number of Openings: 1

EEO/AA