



www.CommunityConnectionsCO.org
281 Sawyer Dr., Ste. 200, Durango, CO 81303
Main office phone: 970.259.2464
Main office fax: 970.259.2618
cci@cci-colorado.org

Employment Opportunity

Title: EI Administrative Assistant

Reports To: Children and Family Services Program Director

FLSA: Hourly/Non-exempt

Job Description: This position will provide clerical support to the Early Intervention team. Hours are flexible, this is a 30 hour per week position. Our offices are open Monday through Thursday, although occasional Fridays and weekends may be required.

- Be responsible for taking referrals, communicating with the source if necessary, entering data into the UNICORN (Unified Child Outcomes Reporting Network), assigning Service Coordinators, keeping a local spreadsheet up to date and sending referral information to San Juan BOCES
- Assist Service Coordinators and Program Director with inputting data into the Unicorn and CCMS as needed
- Distribute materials to families and BOCES such as mailing or emailing IFSPs, Welcome Letters, Prior Written Notices, AU Notifications, etc.
- Assure compliance of EI files, making sure that Contact logs, Insurance Authorization Forms, Consents for Evaluations, AU Notifications, etc. are included in all files as required by EI Colorado
- Fill in for Service Coordinators at IFSP meetings, Initial Evaluations, Transition Conferences, etc. as needed
- Assist Service Coordinators with scheduling with BOCES as needed
- Take accurate minutes at EI Council and Team meetings
- Other duties as assigned by the Program Director

Knowledge and Abilities:

- Use standard office equipment
- Demonstrate computer proficiency: word processing, email, internet and data entry
- Provide own transportation for home visits and meetings within the 5 county region
- Participate in distance and online trainings as required
- Communicate effectively in writing and in person
- Prioritize and work efficiently
- Follow oral and written instructions and agency Policies and Procedures
- Maintain confidentiality in all aspects of client, staff and agency information
- Demonstrate ability to interpret and apply rule and regulations
- Adhere to timelines, deadlines and meeting times
- Provide exceptional customer service
- Work independently as well as part of a team
- Problem solve, learn quickly, and work with minimal oversight



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Qualifications: Must have two years administrative/ clerical experience. Prior work in the human services field with families, children and/or adults is a plus. Must demonstrate proficiency in Microsoft Office Suite with skills in general computing and Windows operation as well as other office equipment.

Physical Demands of the Job: While performing the duties of this job, the employee is regularly required to sit, use hand to finger, handle or feel objects, tools or controls, reach with hands and arms, and have the ability to communicate. The employee must have adequate visual acuity with or without corrections. May be required to lift weights up to 20 lbs. The employee may be required to travel to meetings, trainings, and other community activities.

We are seeking an Administrative Assistant for our Early Intervention Program. This person would work with a team of professionals to provide support to families who have children showing delays in their development. This position is ideal for someone who has high computer literacy and is seeking the opportunity to learn more about Early Intervention and the community partners who we collaborate with. Previous experience working directly with families and data bases is desirable, but we are willing to train an individual who has a desire to learn and grow within the program and agency, has high attention to detail, can meet deadlines, is self-motivated and works well as a team member. This position is 30 hours per week, \$14 per hour. Benefits available for full-time (30 plus hours per week). Interested candidates please submit a cover letter and resume to Pat Smith, Children and Family Program Director at pat@cci-colorado.org; or fax to 970-259-2618, attn.: Pat Smith. Open until filled. EOE