



Administrative Specialist

CIS EI

POSITION SUMMARY

The Administrative Specialist provides in-office administrative support to the CIS EI program.

QUALIFICATIONS

Associates degree preferred
Minimum of two years of related experience
Proficiency in MS Office products, Word, Excel, Outlook and Access
Strong organizational skills and attention to detail
Excellent verbal and written communication skills

PRINCIPAL DUTIES

- Process daily referrals to CIS EI programs
- Support CIS EI staff with all data entry and distribution of information to families, schools, doctor's offices, providers, and any other necessary partners.
- Update, organize, and maintain CIS EI forms and information including packets, such as Welcome and Transition packets
- Send necessary service grids to doctor's offices for signatures
- File documents, disassemble and archive retired files
- Open and distribute incoming mail
- Update various CIS EI reference lists as needed, such as team brochures, collaborative team list, doctor contact list
- Point person for CIS Coordinator and outside providers
- Track interpreter use and their invoices
- Distribute and track Family Surveys
- Attend all CIS EI and VFN staff meetings
- Provide backup to the CIS-EI administrative team as well as other VFN-wide administrative tasks

SUPERVISION

Reports to Director of Operations

APPOINTMENT

100% FTE, 37.5 hours/week, 12 months

SALARY GRADE

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