



Mental Health Waiver/IHS
PT-Administrative Clerk
OPEN POSITIONS
October 18, 2018

Administrative Clerk

Position Summary: Provide administrative assistant support as identified for the Mental Health Waiver (psychiatric disorders) and In-home Support Services (intellectual disabilities) programs. Works in collaboration with other program and Agency staff to provide such supports, as needed. Performs the following duties, but not limited to: record keeping, database management, charting, training monitoring, and scheduling. Performs other duties as assigned. **EOE**

Job Requirements: Associates Degree or Career Training program certification in Business Administration specializing in administrative assistance. Must have at least 1-3 years of experience in an office setting and a familiarity with client recordkeeping. Strong proficiency in computer skills, including Microsoft software and experience with database entry/upkeep. Demonstrates ability to multitask and perform clerical functions.

Program:

New Haven/Legion Ave Admin

Schedule:

P/T 20hrs

Mon-Fri hours TBD

Please forward letter of intent along with updated resume to:

Toni Carlton

HR Manager-Recruitment

Fax (203) 777-9645 or

Email: TCarlton@continuumct.org or DAntunes@continuumct.org

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Toni Carlton

Human Resources Manager

TCarlton@continuumct.org

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