



CIP-Community Integration Program
Current Position Available
May 9, 2019

Temporary Administrative Clerk-Mental Health Waiver/In Home Support Services

Position Summary: Provide administrative assistant support as identified for the Community Integration Program (Intellectual Disabilities/Autism) programs. Works in collaboration with other program and Agency staff to provide such supports, as needed. Performs the following duties, but not limited to: filing, data entry, 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 record keeping. Strong proficiency in computer skills, including Microsoft software and experience with database entry/upkeep. Demonstrates ability to multitask and perform clerical functions

Programs:

New Haven/Legion Ave

PT 20hrs

Schedule:

Mon-Fri Sch. To Be Determined

Please forward letter of intent along with updated resume to:

Toni Carlton- HR Manager/Recruitment

Email: TCarlton@continuumct.org or Fax: (203) 777-9645