

JOB POSTING

DATE: August 16, 2017
POSITION: Child Development Infoline Program Assistant
HOURS: Monday through Friday; Full-Time (40 hours)
JOB GRADE: 11
REPORTS TO: CDI Supervisor

POSITION SUMMARY:

The CDI Program Assistant provides administrative support to staff in the Child Development Infoline (CDI) Unit, with primary responsibility for managing the on-line Ages and Stages (ASQ) data system, a developmental screening program for children birth to age 5. Duties include enrolling children into ASQ, managing the mailing/emailing of questionnaires to families, entering scores into data system, and mailing/emailing results to families and/or physicians; assigning cases to care coordinators for follow up on concerning ASQ results; interfacing with families and providers related to questions about ASQ; assisting with additional data entry, filing, or other clerical duties as assigned, and providing telephone coverage as needed. This position strives to fulfill the mission of United Way of Connecticut at all times while at work.

QUALIFICATIONS AND COMPETENCIES REQUIRED:

- High School Diploma or GED required.
- One year of office experience, including use of various data systems required.
- Proficiency with MS Office applications required.
- Proficiency with operating phone systems and using data systems required.
- Strong customer focus in all tasks and activities, even while under pressure.
- Ability to work and produce in a team environment.
- Ability to relate well to people from diverse groups.
- Bilingual, English/Spanish preferred.
- Solid written and verbal communication, listening, organization and priority setting skills.
- Solid problem solving skills.
- Ability to work under moderate supervision.
- Ability to maintain a high level of confidentiality in day-to-day duties.
- Ability to perform job with integrity and values consistent with the UWC Mission

Other Functions:

- Performs copying, filing, data entry, mailings and other office duties for the unit.
- Provides telephone coverage when care coordination staff is not available.
- Performs other duties as assigned.

TO APPLY:

Submit resume and cover letter explaining how you qualify
via email to recruitment@ctunitedway.org.

DEADLINE FOR SUBMISSION OF RESUME AND COVER LETTER:

September 15, 2017

As a VEVRAA Federal Contractor, United Way of Connecticut, Inc. desires priority referrals of protected veterans for positions at its location at 1344 Silas Deane Hwy, Rocky Hill, CT 06067. Any questions may be referred to Recruitment@ctunitedway.org.

United Way of Connecticut is an Affirmative Action/Equal Opportunity Employer.
Male/Female/Disability/Veteran
www.ctunitedway.org

United Way of Connecticut, Inc. endeavors to make www.ctunitedway.org accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact (860) 571-7500. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.

United Way of Connecticut, Inc. is an equal opportunity employer.
EOE/M/F/D/V
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