

Community Connections Assistant

Full time: 40 hours per week

Pay range: starting \$13-15/hr (commensurate with experience) with growth potential.

Benefits and Perks

- Premium medical coverage
- Dental benefits
- Retirement plan with employer match
- Paid vacation

Northwest Autism Center exists to support, facilitate and build accessible and comprehensive, community-based approaches to helping children and adults with autism spectrum disorders in the Inland Northwest. Our Community Connections assistant is typically the first person to greet any child, family member, or community provider entering the clinic. As such this position requires someone comfortable greeting and interacting with the public and maintaining utmost confidentiality. This is an apprenticeship position and you will be guided in learning how to support family and navigate across systems.

Tasks and Responsibilities

Apprenticeship to the Community Connections Director:

- Working with families to assist in finding appropriate resources and services
- Working with insurance companies
- Helping manage enrollment
- Assist with medical referral tracking processes
- Database management

Additional duties include:

- Answering phone
- Greeting families and visitors
- Office clerical duties
- Assist with website, social media and development of promotional material
- Maintain high degree of confidentiality
- Event coordination

Qualifications

- Strong communication skills
- Comfortable communicating with families in crisis
- Responsive to direction
- Experience with: Microsoft Office Suite, Adobe Creative Suite, content management systems, and social media, using a database, desire and enthusiasm to learn.



Community Connections Assistant Job Description

- Must pass a background check
- Work well with people of all backgrounds

Preferred but not required

- Having a child or family member with autism
- Experience in a fast paced flexible office
- Social and health services background

To apply for the COMMUNITY CONNECTIONS ASSISTANT position submit the following information and any job inquires to info@nwaitism.org – **no phone calls please.**

- one page cover letter (PDF or .docx only)
- resume (PDF or .docx only)
- two to three professional references that will be contacted prior to offering an interview