



Connected Circles, LLC

1075 Airport Road - Berlin, Barre VT 05641
802-828-7120, Kelly@connectedcircles.org

Connector of Social Resources/Administrative Assistant

The Connector of Social Resources will work to clear obstacles to social and academic success and to give students the tools needed to excel.

Within the role of Administrative Assistant they will support the Executive Director and staff by handling general clerical tasks and ensuring efficient operation of the school.

Qualifications:

Bachelor's Degree

At least two years experience working in office administration

Experience working with teens/young adults and families who have experienced trauma

Responsibilities:

Student Support

- Keep up-to-date on social welfare issues - policies, programs, etc.
- Identify students in need & what they need in order to thrive
- Act as a link between students, parents, staff, and any supporting agencies
- Connect students, families, and staff with appropriate resources and logistical guidance
- Problem-solve supports to ensure successful navigation of the school year
- Work with the Clinical Coordinator to provide vocational resources

Administrative Support

- Serve as Medicaid clerk; coordinate with sending school for Medicaid filings on student attendance and services provided
- Plan and manage transportation for all students to and from Connected Circles
- Update and maintain website
- Work with the accountant to ensure the timely processing of bills and reimbursements
- Perform general clerical duties

Additionally

- Comply with all policies and procedures as set out in the Connected Circles Employee Handbook
- Participate in all required meetings as well as in-service trainings and staff development activities
- Transport students as necessary for school activities
- Complete other duties as assigned