

Support Specialist – Part-time

Central Minnesota Council on Aging is committed to supporting older adults by developing and coordinating community care, reducing isolation, and improving access to services. We invite you to discover how you can be a valuable part of our team, working to enhance the well-being of our aging community.

Central Minnesota Council on Aging has a **part-time open position** (Thursday & Friday, 8:00 am - 4:30 pm). This position provides administrative support for the Minnesota Aging Pathways Preadmission Screening (PAS) team. The Support Specialist will triage screens, enter data, and assist with mailings.

Key Responsibilities

- Review returned mail to determine if updates to clients' addresses are required, documenting any action taken.
- Monitor fax system to ensure documents are received and troubleshoot those that are not completed.
- Monitor supplies and notify the appropriate person when supplies are needed to be reordered.
- Review staff schedules and determine rotation for assigning PAS.
- Review preadmission screening referral results and assign to PAS Specialists on a rotating basis.
- Make copies or arrange for copies of materials.
- Coordinate Minnesota Aging Pathways mailings to clients.

Qualifications

- Education: Minimum of a high school diploma or GED.
- Experience: Excellent data entry skills with a minimum of one year of customer service and clerical experience.

Location

In-office position, located at the CMCOA office in St. Cloud.

Starting Salary Range: \$21.22 – \$24.11 per hour

Benefits

- Vacation
- Sick pay
- 403b retirement

Join Our Team

This role offers a meaningful opportunity to help older adults remain living in the communities they choose. If you are passionate about supporting aging adults and improving access to care and services, we encourage you to apply.

Send cover letter and resume to: Lori Vrolson, Central Minnesota on Aging,
3333 West Division Street, Suite 217, St. Cloud, MN 56301 or lori.vrolson@cmcoa.org

We are an Equal Opportunity Employer M/F/D/V/SO