



Community Care Network

Rutland Mental Health Services & Rutland Community Programs

Community Care Network is looking for an Administrative Coordinator - Developmental Services to join our team!

Community Care Network is comprised of Rutland Mental Health Services and Rutland Community Programs. Our mission is to enhance the well-being of our communities, individuals and families through a responsive, innovative and collaborative human service

About the Role:

The Administrative Coordinator for Developmental Services (DS) provides administrative, operational, and program support to ensure the efficient functioning of the DS department. This position supports leadership, helps coordinate internal processes, assists with scheduling and communication, and serves as a point of contact for staff, providers, individuals served, and community partners.

Responsibilities:

Administrative Support

- Provide administrative support to the Director of Developmental Services and DS leadership team.
- Prepare correspondence, reports, meeting agendas, minutes, and other department documents.
- Maintain organized electronic systems in accordance with agency and regulatory requirements.
- Assist with tracking deadlines, assignments, and department projects.
- Coordinate office operations and support day-to-day administrative needs of the department.

Scheduling and Coordination

- Schedule meetings, trainings, interviews, and department events.
- Coordinate calendars for leadership and department meetings.
- Assist with onboarding logistics for new staff and contracted providers.
- Support communication and coordination between programs, departments, and external partners.

Compliance and Documentation

- Assist with maintaining documentation related to Medicaid, State, and agency compliance requirements.
- Help prepare materials for audits, reviews, and monitoring activities.

Provider and Staff Support

- Serve as a point of contact for Shared Living Providers, staff, and community partners regarding administrative processes.
- Assist with processing paperwork related to contracted supports, billing, provider records, and other DS operations.
- Support staff with navigating administrative systems and procedures.
- Help ensure consistent communication regarding department processes and expectations.
- Demonstrate advanced proficiency in the agency's electronic medical record system including providing administrative support to program areas within the system.
- Offer recommendations and support to improve documentation workflows, efficiency, and overall data accuracy.

Data Tracking and Reporting

- Maintain spreadsheets, tracking systems, and departmental databases.
- Compile data and assist with preparing monthly, quarterly, and annual reports.
- Monitor administrative workflows and identify opportunities for improved efficiency and organization.

General Responsibilities

- Maintain confidentiality in accordance with HIPAA and agency standards.
- Participate in department meetings, trainings, and quality improvement activities.
- Perform other related duties as assigned.

Qualifications:

- High School Diploma or GED required; Associate's or Bachelor's degree in Business Administration, Healthcare Administration, Human Services, or related field preferred.
- Minimum of 3–5 years of relevant experience required, preferably in healthcare, developmental services, behavioral health, or human services.
- Strong organizational, project coordination, and time management skills with the ability to manage multiple priorities and deadlines.
- Demonstrated analytical and problem-solving skills with attention to detail and accuracy.
- Advanced proficiency in Microsoft Office Suite, particularly Excel, Word, and PowerPoint.
- Experience working within electronic medical record systems preferred.
- Ability to collect, organize, and interpret data for reporting and quality improvement purposes.
- Strong written and verbal communication skills, including preparation of meeting minutes, reports, and professional correspondence.
- Ability to work independently while collaborating effectively with leadership, staff, and external stakeholders.
- Demonstrated ability to maintain confidentiality and manage sensitive information in accordance with HIPAA and agency standards.
- Must have a valid driver's license, reliable transportation, and personal automobile liability insurance coverage at or above levels mandated by the State of Vermont.

- Successful completion of a criminal history background check after hire.

What's in it for YOU:

- Competitive pay \$23.39 - \$25.28/Hour (compensation is typically dependent upon experience)
- Comprehensive Benefit Package
 - 401(k)
 - 401(k) matching
 - Dental insurance
 - Employee assistance program
 - Flexible schedule
 - Flexible spending account
 - Health insurance
 - Health savings account
 - Life insurance
 - Paid time off
 - Professional development assistance
 - Retirement plan
 - Tuition reimbursement
 - Vision insurance
- Career Training and Development
- Collaborative and engaging team meetings with supervision

CCN is an Equal Opportunity Employer.