



Ensuring the Success of the Child, Empowering the Family, and Strengthening the Community.

Communities United, Inc.

Creative Start Children's Centers

April 30, 2021

**Communities United, a leader in early childhood for 50 years,
is offering this exciting employment opportunity!**

Preschool Health and Admissions Coordinator – Central Office

The Health and Admissions Coordinator is responsible for ensuring that all associated Federal and State regulations, guidelines and standards are being met, processing applications and verifying eligibility for all enrollees in CUI programs. The Health and Admissions Coordinator ensures that required health information including screenings are entered into Child Plus database and that all 45 day mandates are met. In addition, the Health and Admissions Coordinator is responsible for covering the reception desk, greeting visitors and answering phone calls in the Receptionists absence.

Qualifications

- Associate's degree in Health or Science related field, Bachelor's degree preferred
- Strong computer skills, proficiency working with databases
- Excellent organization and communication skills
- Experience working with infant, toddler and preschool children and families from low income and culturally diverse background is preferred.

40 hours, Non-Exempt position, \$38,500 plus, depending on education, plus benefits:

Generous Paid Time Off & Sick Time	\$50,000 Life Insurance
12 Paid Holidays	403-B Retirement Plan
Health Insurance	Dental Insurance
Long-Term Disability Insurance	Support for Professional Development

Interested candidates should forward their resume with cover letter to:

Communities United, Inc. – HR Dept.

Email: employment@communitiesunitedinc.org

CUI is an equal opportunity employer!



COMMUNITIES UNITED, INC.

4 Militia Drive, Suite 1 Lexington, MA 02421 | Phone: 617.744.6076 | Communitiesunitedinc.org