



Atlantis Community, Inc.

Position Posting

Job Title **TEMP OPERATIONS ASSISTANT**

FSLA Status – Hourly, Non-Exempt

\$12 Hourly, Temporary Position until June 30th

Summary

Atlantis Community, Inc. has been the Center for Independent Living in the Denver Metropolitan area for over 40 years. We support the right of people with disabilities to take control over their own lives with full and informed consent by providing advocacy, education, transition services, information and referral, and peer support.

This temporary position will be responsible for compiling information for our employees in the form of a desk manual. This position will also compile information based off of the input from our Programs Staff in order to make a Kiosk Guide for our consumers. The position will also assist with creating a Fiscal Policies and Procedures Manual for the organization. This position will assist with the research behind our Peer Support program and offer guidance for next steps. This is a great opportunity to work on a variety of projects and gain knowledge of the non-profit sector.

Essential Duties and Responsibilities

- Compile employee information to create Desk Manuals
- Collect Primary Contacts, Current Passwords, Task Grid, Key Processes, Flow Charts and Screen Shots, Helpful Links, Revision Date, and Table of Contents
- Compile information from Programs to create Kiosk Guides
- Collect information about Key Websites, Systems Processes with screen shots and instruction, how to make an email account, how to get an I.D., etc.
- Research Peer Support Models and come up with a plan for the organization to implement
- Research theoretical framework of peer support programs, choose one best for our organization specifically
- Help define what Peer Support means to our organization and movement
- Other duties that reflect Peer Support research and program implementation
- Fiscal Policy and Procedure Manual creation
- Policies should be clearly documented and easy to understand by anyone in the organization
- Agency forms that are relevant should be sited
- Must show current policies and procedures within the last two years
- Be able to assist with the training of the policies and procedures to staff
- Other duties assigned related to Fiscal Policies and Procedures
- Basic knowledge of our organization



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Qualifications

- Ability to communicate and relate to persons of diverse backgrounds and abilities and establish and maintain effective working relationships
- Ability to problem solve with creative and individualized approaches
- Knowledge of community resources or willingness to research and learn
- Excellent verbal and written skills
- Ability to take initiative and work with minimal supervision
- Knowledge of and experience with basic computer skills
- Excellent organizational skills and time management
- Ability to prioritize and plan effectively

Education and/or Experience

- Related work experience
- Personal experience with the disability community preferred

Physical Demands

- Must be able to sit at a desk for long periods of time

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. People with disabilities may request reasonable accommodations to perform the essential functions.

To Apply

Submit a resume and cover letter to candie@atlantiscommunity.org by Friday May 7, 2017. People with disabilities are encouraged to apply. Please include the position title in the subject line.



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