



CLIENT SERVICES ADMINISTRATIVE ASSISTANT

Start Date: 07/15/2021 End Date: 07/29/2021

If you are interested in applying, please submit your cover letter and resume to sarah.chesley@cnswfl.org

- Children's Network of Southwest Florida, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ High School Diploma and two (2) years related experience and/or training. An Associates degree from an accredited college, university, or technical school; may substitute for experience.

General Purpose of Job (Full job description provided upon interview)

To provide administrative support to various areas of Children's Network of Southwest Florida's Contracts and Utilization Management Departments including but not limited to Contracted Services, Nurse Care Coordination, and Behavioral Health Coordination Units.

PRE-EMPLOYMENT REQUIREMENTS

CERTIFICATES, LICENSE, REGISTRATIONS, BACKGROUNDS, DRUG SCREENS, ETC.

- ◆ Valid driver's license and a clean driver's check is required, along with proof of insurance
- ◆ No special certification or registration is required for this position
- ◆ Criminal background screening (Fingerprinting ~ FBI/FDLE and Local Law Enforcement) and Abuse Registry Check
- ◆ Drug Screening is a requirement
- ◆ Children's Network participates in E-Verify

If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, [prior](#) to applying