



EMPLOYMENT OPPORTUNITY

Intake Specialist/Administrative Assistant

Disability Law Colorado has an immediate opening for the position of Intake Specialist/Administrative Assistant to work in either our Denver or Grand Junction office. This position answers incoming calls, emails, and correspondence; conducts intake interviews with potential Protection & Advocacy (P & A) clients; acquires and maintains up to date information on all program priorities and community resources; and coordinates work with managers, intake specialist team members and the Intake Team lead.

Additionally this position will provide general administrative assistance for the office and individual staff members; greet and refer clients to the appropriate person; provide information; and open and close cases. This position may also be assigned special projects.

Requirements and Qualifications:

- High School diploma or equivalent with at least one year experience in advocacy or services for people with disabilities; or equivalent combination of education and experience
- Bachelor's Degree and Paralegal experience is beneficial
- Bilingual (Spanish speaking) preferred
- Customer service and experience in handling difficult people in a receptionist capacity with a multi-line system
- Ability to work independently as well as in a team.
- Ability and expertise in Disability Advocacy Database (DAD)
- Exhibits an appropriate and professional public demeanor
- Knowledge of Microsoft Windows software, including Outlook, Word and Excel
- Familiar with the Internet, social media and e-mail
- Possess a valid Colorado driver's license
- Able to regularly travel throughout Colorado

The hiring range for this position is \$35,000-\$41,000.

Disability Law Colorado offers competitive compensation and an excellent benefit package, which includes medical, dental, vision, life, short term and long term disability, life insurance and a 403(b) retirement savings plan.

The closing date is December 1, 2021. Please submit resume and cover letter outlining your interest and experience for this position. Interested applicants please mail, fax or email resume with cover letter to:

Esther Brieno [ebrieno@disabilitylawco.org]

Office Manager

Disability Law Colorado

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Disability Law Colorado is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, age, religion, sexual orientation, creed, national origin or disability.

Applicants with disabilities and diverse backgrounds are encouraged to apply.