



A World Where Aging is Honored
CVCOA Helpline 1-800-642-5119

CVCOA At-A-Glance for Applicants
Data Entry Specialist
20 hours per week

Health Options for employees working 20 hours:

1. Vision Insurance through Vision Insurance Plan- Employee can buy into plan at full cost.
2. Dental Insurance through Northeast Delta Dental- Employee can buy into plan at full cost.

Other Benefits for employees working 20 hours a week or more:

1. 403(b) retirement plan, contributed to by the Agency after 6 months regardless of employee contribution level. Employees can begin contributions immediately if they wish.

Benefits for all employees:

1. 14 paid holidays per year: Veteran's Day, Thanksgiving Day and the day after, Christmas Day, New Year's Day, Martin Luther King Day, President's Day, Town Meeting Day, Memorial Day, Juneteenth, Independence Day, Bennington Battle Day, Labor Day, and your birthday. The board often grants an extra holiday before or after Christmas Day.
2. Paid Time Off accruals begin on the first full month after you begin work and are based on hours worked per week. Ability to borrow from Agency PTO pool for emergencies, and to deposit into private Sick Leave Reserve for VT-PFMLA and Bereavement leave option. PTO for this position starts at 9 hours per month and increases to 15 hours per month after 7 years (with increments in between)
3. Mileage reimbursement at .625/mile and Meal reimbursements for work-related travel and meal expenses.
4. Employee Assistance Program: Free services available for mental health, substance, legal, or financial issues to employees and family members through our EAP provider.

Annual Salary range for this position is \$18,720.00 - \$20,800.00 based on education and experience.